

FACE SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

OCT 27 1967

Office of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(Gov. Code 11380.1)

OCT 27 1967

Office of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)
Dated: October 25, 1967

By: John C. Math
Director
(Title)

FILED

In the office of the Secretary of State
of the State of California

OCT 30 1967

At 12:25 o'clock P.M.
FRANK M. JOHNSON, Secretary of State
By: Frank M. Johnson
Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

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1.0250 STANDARDS OF ORGANIZATION FOR SOCIAL SERVICES

1.0250

.10 STATEMENT OF RESPONSIBILITY

.11 The county welfare director shall organize and staff the county welfare department under the standards as defined in these regulations so that the required social services are in fact available to those persons falling within the defined categories as set forth in the Services chapters of the Public Social Service programs. Additional services or services to additional groups of people may be offered as county welfare departments are able under the standards set forth in Sections 10252 and 10254 of these regulations.

.12 County welfare departments shall develop and utilize community resources needed to prevent and reduce dependency. When a needed resource is not available within the community, the county welfare department shall provide leadership and support to the community in developing it. This development shall be through the augmentation of other public or private agency services, or through the expansion of county welfare department services.

.20 ADMINISTRATIVE STANDARDS AND METHODS

.21 Case Plan System

The case plan system is a uniform method for organizing basic social service operations so that county welfare departments can direct that persons in comparable circumstances receive comparable services. Each county welfare department shall have a case plan system for the provision of services in conformity with the statewide case plan system.

This system shall:

- a. Identify those individuals and families who have the characteristics defined in ABCD Chapter 31 of program manuals, and who therefore require activities of social work staff and related specialists which are directed toward helping the individual client in one or more areas of functioning (economic, personal, family and social). In general, these are adults in need of protective-supportive services, adults and AFDC families in need of employment services, children in need of protection, unmarried mothers, and AFDC families disrupted by desertion. This also includes persons for whom family planning services are appropriate. Identification of AFDC families with social service needs in addition to those defined in Program Manual C, Chapter 31, may be an elected service of a county welfare department.

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Effective 12/1/67.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

C-310.40 FAMILY PLANNING SERVICES

C-310.40

Family planning is defined as promotion of responsible parenthood through fertility control and sterility correction. Freedom from coercion or pressure of mind or conscience must be guaranteed all persons so that they actually have a free choice concerning family planning. There can be no free choice unless alternatives are known.

Each person for whom family planning services are appropriate, and who is eligible for services, as defined in Sections C-310, C-310.01, C-310.02, and C-310.03, shall be offered information and assistance with respect to such services. The worker shall initiate and conduct discussions with respect to family planning, and shall:

- a. Convey the philosophy that family planning is primarily a health concern between the individual or family and the physician;
- b. Provide information regarding resources for family planning services, including any local alternatives (family doctor, Family Planning Agency, family planning clinic through the local health department);
- c. Assist persons who wish to investigate further or utilize available resources in the community; and to follow up on referrals;
- d. Assure that each person with whom family planning is discussed is at all times free from coercion or pressure, or any persuasion to accept family planning service against his or her will.

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CONTINUATION SHEET
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ABD-310.50 FAMILY PLANNING SERVICES

ABD-310.50

Family planning is defined as promotion of responsible parenthood through fertility control and sterility correction. Freedom from coercion or pressure of mind or conscience must be guaranteed all persons so that they actually have a free choice concerning family planning. There can be no free choice unless alternatives are known.

Each person for whom family planning services are appropriate, and who is eligible for services, as defined in Sections ABD-310, ABD-310.01, ABD-310.02, and ABD-310.03, shall be offered information and assistance with respect to such services. The worker shall initiate and conduct discussions with respect to family planning, and shall:

- a. Convey the philosophy that family planning is primarily a health concern between the individual or family and the physician;
- b. Provide information regarding resources for family planning services, including any local alternatives (family doctor, Family Planning Agency, family planning clinic through the local health department);
- c. Assist persons who wish to investigate further or utilize available resources in the community; and to follow-up on referrals;
- d. Assure that each person with whom family planning is discussed is at all times free from coercion or pressure, or any persuasion to accept family planning service against his or her will.

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Effective 12/1/67

DEPARTMENT OF SOCIAL WELFARE

2415 FIRST AVENUE, P.O. BOX 8074
SACRAMENTO 95818



October 25, 1967

Office of Administrative Procedure
Room 416
1209 8th Street
Sacramento, California

Gentlemen:

Enclosed are five copies of regulations which were adopted by the Director of Social Welfare October 25, 1967. The Director held a Public Hearing on September 22, 1967, pursuant to the powers conferred upon him by the Welfare and Institutions Code under Sections 10552, 10553, 10554 and 10604. These regulations are being filed in accordance with Section 11380 of the Government Code.

New regulations C-310.40 and ABD-310.50 are to become effective December 1, 1967.

Revised regulation 1.0250.21a is to become effective December 1, 1967.

These regulations are to be filed with the Secretary of State to become effective on the date noted above.

Very sincerely yours,

John C. Montgomery
Director

Enclosures

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Effective 1/1/68

CONTINUATION SHEET
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 (Pursuant to Government Code Section 11380.1)

P-15

EXCEPTIONS TO WELFARE PERSONNEL STANDARDS (WPS)

P-15

All approved countywide civil service systems and the California County Merit System shall be maintained on a merit basis in conformity with these standards except that:

.1 Extension of Merit System to State or Federally Supported Programs, Functions or Agencies

All employees who have not already attained probationary or permanent status in an approved system and who are engaged in the administration of a program, function or agency for which state or federal support was not formerly provided and for which approved system coverage was not previously required shall within six (6) months from the effective date of the initial extension of the approved system coverage to said program, function or agency, be admitted to qualifying examinations for the classes to which their positions are allocated in the approved system governing; provided they are serving in the program, function or agency on effective date of the initial extension of the approved system coverage.

The minimum education and experience requirements established for the classes to which such employees positions are allocated shall not be a consideration for admission to qualifying examinations.

Subject to the approval of the appointing authority, such employees passing such examinations shall become probationary appointees effective the date of examination.

Such employees not obtaining probationary appointment through qualifying examinations within six (6) months following the effective date of the initial extension of the approved system coverage to said program, function or agency, shall at the end of that period, be considered provisional appointees until separated in accordance with the time limits imposed on provisional appointments by Section P-400 of these standards.

P-400

PROVISIONAL APPOINTMENTS

P-400

.1 When Permitted

In the absence of three eligibles available from the eligible list for certification in accordance with Section P-320 and pending examination, a provisional appointment may be made not to exceed a six months' period, but not to continue for more than 60 days after the establishment of a list for the class of position unless such list is exhausted sooner.

.2 Minimum Qualifications

Each provisional appointee shall be certified by the examining agency as meeting the minimum qualifications established for the class.

.3 Extension of Provisional Appointment

An initial provisional appointment may be extended beyond the six-month limit up to but not exceeding an additional six-months upon approval of the personnel executive on the basis that

- .31 an examination has been publicly announced; or
- .32 recruitment activity has been initiated; and
- .33 the examination will be held whenever enough qualified applicants have filed to assure adequate competition.

 Effective 1/1/68

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1.0250 STANDARDS OF ORGANIZATION FOR SOCIAL SERVICES (Continued)

1.0250

.24 Workload Management

e. Supervisory Standard

The supervisory ratio for each categorical aid program (OAS, AB, ATD, AFDC) shall not exceed one supervisor to five social workers in units assigned intake service or required social service cases.

When the number of workers required for a program, or for a group of programs, is divided by five and the remainder is greater than 2.5 workers, an additional supervisor is required. The supervisory standard is met without providing for an additional supervisor when the remainder is 2.5 or less, provided no supervisor is assigned more than six workers and the overall ratio of workers per supervisor is less than 5.5.

First-line supervisors assigned responsibility for staff development, development and utilization of community resources, or other such assignments, shall have their supervisory workload assignment reduced proportionately.

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Regulations

INCOME

44-111 (Cont.)

44-111 PAYMENTS EXCLUDED OR EXEMPT FROM CONSIDERATION AS INCOME
(Continued)

44-111

AB | .45 Income in Kind

APSBATDOASAFDC

.451 Home Produce

Home produce such as from garden, orchard, livestock and poultry utilized by a recipient and his household for their own consumption is not income.

AFDC | .452 Partial Items of Need

Income in kind for partial items of need in the itemized Cost Schedule is exempt.

.453 Offer of a Free Home

Except as provided in W&IC 11264, aid shall not be denied or discontinued for an otherwise eligible child who is offered a free home.

ABAPSBATDOAS

.46 Interest on Trust Deed, Mortgage or Promissory Note Earmarked for Purchase of Home

The interest payment on a trust deed, mortgage or promissory note received as a result of real property sold as provided in W&IC 1115.2 is earmarked income which, after a home is purchased, must be applied on the home. Therefore, such income is available to apply on other needs only until the month in which the home is purchased and after full payment on the home is completed.

.47 Income and Payments Provided to Meet Special Services and Rehabilitation

AB | .471 Income of Recipient with An Approved Plan of Self-Support

When the AB recipient has an approved plan of self-support, income and resources in addition to those specifically exempt as provided in Sections .1 through .4 above may be exempt from consideration. When the recipient receives funds under Title III of the Economic Opportunity Act, it is considered that such funds are received as a part of a plan for self-support and no portion of the funds is regarded as income.

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Regulations ADMINISTRATIVE EXPENDITURES F-800

F-800 REIMBURSEMENT FOR ADMINISTRATIVE EXPENDITURES F-800

Reimbursement for state and federal shares of expenditures for administration of the welfare programs are subject to receipt of claims prepared and submitted by the counties in accordance with instructions and in a manner acceptable to the department.

Each county shall maintain a record-keeping system which identifies programs to which expenditures are allocable and cost to each program.

Costs claimed must be necessary and appropriate to the efficient and economic administration of the programs and are subject to all regulations adopted by SDSW.

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CALIFORNIA-SDSW-MANUAL- FISCAL Rev. replaces Rev. 78 Effective 1/1/68

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

RONALD REAGAN, Governor

DEPARTMENT OF SOCIAL WELFARE

2415 FIRST AVENUE, P.O. BOX 8074
SACRAMENTO 95818



DEPARTMENT BULLETIN NO. 651 (OAS) (Revised) *

TO: COUNTY WELFARE DEPARTMENTS

REVISION OF OLD AGE SECURITY ADMINISTRATION

Effective 1/1/67
Revised Effective 1/1/68

1. INTRODUCTION

1.1 This bulletin describes, authorizes, and requires, a revised plan of administration for Old Age Security. The bulletin authorizes conversion to, and operation in accord with, the revised plan of administration on and after April 1, 1967, by any county, provided that the county, in consultation with the State Department of Social Welfare, has made adequate provision for structure, process, personnel, controls, training, and fiscal procedures. Operation in conformity with the revised plan is mandatory in all counties on and after June 30, 1968.

1.2 The bulletin supersedes all of the regulations which are listed below, insofar as they are in conflict with the bulletin, with respect to each county as it converts to the revised plan. During the period between April 1, 1967 and June 30, 1968, the regulations listed remain in effect in any county which has not converted to the revised plan.

Old Age Security

A-021
A-311.10

Public Social Services

40-101.45	40-125.51	40-155	40-183.4	41-315.11
40-105.12	40-127.1	40-161	40-185.3	41-315.31
40-115.21	40-127.24	40-171.1	40-195	42-615
40-115.22	40-127.25	40-171.3	41-109.2	44-103.1
40-125.1	40-131	40-171.4	41-111	44-103.3
40-125.41	40-151	40-181	41-209	42-615
				44-321.42
				44-325.4

Operations

1.0250

Department Bulletin No. 632 (Revised) (OAS, AB, ATD)

* The changes indicated in this revision refer specifically to mandatory date changes and the change in Section numbers in .1 and .2. Section 1.4 repealed as no longer relevant and Section 1.5 recodified to 1.4.

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REVISION OF OAS ADMINISTRATION (Continued)

1. INTRODUCTION (Continued)

1.3 Except as superseded by provisions of this bulletin, existing regulations and instructions continue in effect.

1.4 In counties where the staff is so small in number that functions cannot have the full separation which the bulletin prescribes, they will be combined, to the extent necessary. The functions and processes will, however, be maintained as described. A similar accommodation may be necessary in small district offices.

2. GENERAL DESCRIPTION

2.1 Key Elements

The key elements of the revised plan are (1) redefinition and fuller realization of the basic social work function, and (2) use of a client completed declaration of fact as the basis of decision and action.

2.2 Functional Division

The eligibility and grant process is split away from the functions presently assigned to the public assistance social worker and assigned to an organizational section which is staffed by a technical, nonsocial work class. This frees the social worker of direct responsibility for the eligibility and grant process and permits the social worker, for the first time, to give full attention to all service needs of aged clients. A third distinct function, the validation process, dealing with an appropriately identified sample, is carried on by a small unit, separate from the eligibility section and from the services section. Its function is highly specialized.

2.3 Eligibility

Eligibility decisions and actions are based entirely on the client's declaration of fact, as recorded by him in completing and signing a declaration form. Inconsistencies, discrepancies, and conflicting information are cleared with the client before his declaration is considered to be completed. As a test of the general validity of facts as stated in the declaration, a specified sample, after decision and action, is subjected to a full verification.

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The following regulations are repealed effective 1/1/68:

F-871.05 Approval of Request to Claim Participation in Welfare Space Costs

Chapter A-31 Services

Chapter B-31 Services

Chapter D-31 Services

Chapter C-31 Services

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Regulations

SERVICES

45-003 (Cont.)

45-000 SERVICES - INTRODUCTION

45-000

AB
ATD
OAS
AFDC

Timely and appropriate services shall be provided to individuals and families who need protection, or help to maintain or achieve self-care or self-support.

45-001 DEFINITIONS

45-001

AB
ATD
OAS
AFDC

.1 Services - General

Services are any activity directed toward assisting adults or families to improve their social, psychological, health, and financial circumstances with the objectives of preventing further dependency, strengthening family life, protecting children and adults, and enabling families or adults to attain social and economic independence.

.2 Direct Services

Direct services are any activity provided by social work staff within the county department, and consist primarily of counseling and use of the appropriate social work method. Direct service includes referral to complementary services and organized special resources within the agency or to other community resources.

.3 Complementary Services

Complementary services are any activity which provide specialized help through services of the county department ^{or} services of other agencies such as Homemaker Services and Volunteer Services. Complementary services support and supplement the activities of the caseworker and other social work staff.

45-003 COUNTY RESPONSIBILITIES FOR SOCIAL STUDY AND PROVISION OF SERVICES

45-003

AB
ATD
OAS
AFDC

.1 Basic Responsibilities

The county is responsible for:

- .11 Identifying, studying, and evaluating social, psychological, health and financial problems and the resources required and available to meet such problems.

Effective 1/1/68

CALIFORNIA-SDSW-MANUAL-

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45-003 (Cont.)

SERVICES

Regulations

45-003 COUNTY RESPONSIBILITIES FOR SOCIAL STUDY AND PROVISION OF SERVICES (Cont.)
 45-003

AB .12 Developing a service plan for meeting the identified problems.

ATD .13 Providing the services through

OAS
AFDC

.131 Direct service by the caseworker;

.132 A complementary service or special resource within the county department;

.133 A referral to other community resources (where referral is made the county department has responsibility for assisting the families and individuals to use these resources to their best advantage).

.14 Evaluating the service plan:

.141 When significant changes in the clients' situation occur, or

.142 At least once every twelve months.

.15 Assessing the effectiveness of the service plan.

.16 Developing a revised service plan, if indicated.

AFDC .17 Planning for Every Child

.171 The county is responsible for maintaining current knowledge regarding:

(a) The conditions under which each AFDC family and each AFDC child lives;

(b) The adequacy of and problems around child care and rearing;

(c) The specific needs of each child.

.172 The county shall develop a plan to meet the service needs of each child.

.173 If a child drops out of school and has not completed high school, the worker shall immediately determine from the child, the parent, and the school the reason(s) why the child dropped out of school. Services shall be provided to the child and family to remedy the problems causing the dropout. Encouragement shall be given to the child to return to school, enroll in a vocational training plan, or accept an assignment in a work-training project, whichever will best meet his needs and is commensurate with his capacity and interest. (See Section 44-269; 44-279).

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Regulations

SERVICES

45-003 (Cont.)

45-003 COUNTY RESPONSIBILITIES FOR SOCIAL STUDY AND PROVISION OF SERVICES (Cont.)
45-003

AB
ATD
OAS
AFDC

.2 Recording Requirements.21 Required Activities Recorded in Case Record

All activities required under this chapter shall be recorded in the case record. Such recording shall include:

- .211 The social study, with findings and conclusions. For AFDC, the recording must describe the planning for each child by given name.
- .212 Information on all service-related contacts with the applicant or recipient, and other persons, and on each different service activity. Such information shall include the date and place of contact, the persons involved and a description of the service given in relation to carrying out the service plan.
- .213 Information to indicate that there was a personal contact with the applicant or recipient at least once every ^{months} three /and that services were provided during the quarter.
- .214 The date, findings and conclusions of each case evaluation and reevaluation.
- .215 Termination of the service plan, date and reason therefore.

.3 Completion of Social Study

In determining whether a social study has been completed, the following criteria apply:

- in accord with an evaluation made
- .31 If it is determined/pursuant to Section 45-025 that the individual is not in need of services through the county department, the activities required under that section, when recorded, constitute the social study.
- in accord with an evaluation made
- .32 If it is determined/pursuant to Section 45-025 that the individual is in need of services through the county department, the activities required under Section 45-025 through 45-027, when recorded constitute the social study.
- AB
OAS .33 If it is determined pursuant to Section 45-023.1 that the individual does not appear to be in need of protective-supportive services, the activities required under that section do not constitute a social study.
- ATD .34 A completed DA-2 (including appropriate supplements) supplemented by any additional information required under Subsections 1 or 2 above may constitute the social study.

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45-003 (Cont.)

SERVICES

Regulations

45-003 COUNTY RESPONSIBILITIES FOR SOCIAL STUDY AND PROVISION OF SERVICES (Cont.)

45-003

AB
 ATD
 OAS
 AFDC

.4 Home Visits

direct

A home visit or other significant/contact shall be made with each family or adult recipient as frequently as necessary to fulfill the service plan objectives but no less frequently than once every three months. There must be a personal contact which is specifically directed toward carrying out the service plan. It should be made in the home if the value of the contact will be strengthened through a home visit but it may be made in the office or elsewhere if there is no particular advantage to a home visit in achieving the objectives of the service plan.

AFDC | .5 Foster Care Supervision

Where the child is in foster care provision shall be made for visits to both child and foster parents at least once a month to assure that the child is given proper physical, emotional and social care and training. Deviations from the once-a-month standard can be made only on the basis of the needs of an individual child with the reasons for the decision recorded in the case record.

45-005 ELIGIBILITY AND RIGHTS

45-005

AB
 ATD
 OAS
 AFDC

All persons are eligible for intake, information and referral services. Current applicants and recipients, as defined, are eligible for all of the social services appropriate to their particular situations and characteristics as set forth in this chapter.

.1 Current Applicants and Recipients

Persons and families applying for or receiving financial assistance in a public assistance program

are eligible for social services. Such persons remain eligible for services following the month the application for aid is denied or withdrawn or the aid payment is discontinued for such time as is necessary to enable proper termination of services or to complete arrangements for such services to be provided by another agency or resource, if available.

.2 Former and Potential Applicants or Recipients

Former and potential applicants and recipients of financial assistance as defined below are eligible for the services set forth in this chapter.

.21 Medically Needy Adults or Families

Medically needy adults or families are eligible for services when they request such services; and

- .211 The request is made within one year following the month in which the application for financial assistance in a public assistance program was denied or withdrawn or in which the aid payment was discontinued, or

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SERVICES

45-005 (Cont.)

45-005 ELIGIBILITY AND RIGHTS (Cont.)

45-005

AB
 ATD
 OAS
 AFDC

- .212 Their economic, personal, or social situation is such that they could reasonably be expected to apply for financial assistance in a public assistance program

within five years.

This "reasonable expectation" will be considered established for all those found eligible for Medical Assistance as "medically needy" in accordance with the criteria set forth in Medical Assistance Regulations, Title 22, Cal. Adm. Code, Div. 3.

If the individual or family is unable to make the request directly, it may be made on their behalf by a relative or other interested person.

.22 Families with Preschool Children

Families with one or more preschool children over three years of age who request compensatory preschool educational services are eligible for such services available under the terms of the interagency agreement between the SDSW and the State Department of Education, and for other services on the same basis as current applicants and recipients when they request such services and

- .221 The request is made within one year following the month for which the application for financial assistance in a public assistance program in which there is federal/state participation was denied or withdrawn or in which the aid payment was discontinued, or
- .222 Their economic, personal, or social situation is such that they could reasonably be expected to apply for financial assistance in a public assistance program in which there is federal/state financial participation within five years. A determination will be made by taking into account the factors of income, earning capacity, health, family structure, and ethnic background in accordance with the Preschool Educational Services Guide published by the State Department of Social Welfare.

If the family is unable to make the request directly, it may be made on their behalf by a relative or other interested persons.

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45-005 (Cont.)

SERVICES

Regulations

45-005. ELIGIBILITY AND RIGHTS (Continued)

45-005

AB
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AFDC

.23 Persons on Leave of Absence from State Hospitals

Adults or families with a parent or child on leave of absence from state hospitals are considered, by definition, to need services^{as}/set forth in this Chapter. Such services, plus other appropriate services as needed, shall be provided by state or county staff responsible for the required activities when the individual or family is currently applying for or receiving assistance or when:

.231. An application for public assistance was denied or withdrawn, within one year prior or subsequent to the month following the date leave began, or

.232. The economic, personal, or social situation is such that the individual or family could reasonably be expected to apply for public assistance within five years. The "reasonable expectation" is considered to be established for adults or families who because of age, or disability or family deprivation are likely to meet eligibility requirements for financial assistance within five years and:

- (a) There is insufficient income or resources to establish a reserve for unusual expenses from illness, unemployment or other unanticipated changes which create a financial burden; or
- (b) There is a pattern of hospitalization and/or illness that threatens income stability.

.3 Rights of Clients

Clients of the county welfare department have a right to accept or refuse services described in this chapter. Refusal to accept services shall not affect eligibility for financial assistance unless the refusal is specifically covered by regulation, nor shall refusal of service by a client in need of protective service relieve the agency of its responsibility to take appropriate action to intervene on behalf of such clients and/or their children.

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SERVICES

45-005 (Cont.)

45-005 ELIGIBILITY AND RIGHTS (Continued)

45-005

AB
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.4 Services When Aid Discontinued Or Not Granted

.41 Services Continued

A service initiated prior to discontinuance of aid, or prior to withdrawal or denial of an application for aid, is to be continued until the service objective is accomplished or until the county determines that it is no longer possible or desirable to accomplish it, providing that

- .411 The objective is still valid under the current case situation; and
- .412 The service activity is nearing completion and cannot possibly be concluded by another agency; and
- .413 The county reviews the continuance of the service at sufficiently frequent intervals to assure that service does not continue beyond the reasonable period of time indicated for the individual case.

.42 Referral to Another Community Resource

Referral to another community resource is to be made where such a resource is available and the service is needed following discontinuance of aid, withdrawal or denial of an application, whether or not the service was initiated prior to such action and, whether or not the problem is related to the individual's ^{or family's} need for financial assistance. Referral is not made where service has properly been initiated by the county and cannot feasibly be completed by another agency.

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45-021

SERVICES

Regulations

45-021 ADULTS WHO NEED PROTECTIVE-SUPPORTIVE SERVICES

45-021

.1 Adults in need of protective-supportive services are those who:

AB
ATD
OAS

- .11 Are living in conditions which, structurally or environmentally, constitute a hazard to the life or health of any occupant, or in conditions which constitute a hazard to the life or health of an individual because of his personal frailty, physical or mental handicap, or physical or social isolation; or
- .12 Are being deprived of adequate food, clothing, or housing because their aid payments are being diverted for the use of others; or who are being required by family members, a boarding or a nursing home operator, or other persons in whose homes they reside to remain physically or socially isolated or to do physical work beyond the individual's capacity; or
- .13 Need help because of physical handicap or frailty or impaired judgment, in performing all or some of the activities of daily living, or in managing their money or personal business affairs; or
- .14 Because of impaired judgment or physical or mental handicap, require help to make and carry out plans for moving out of medical institutions (both for the physically ill and for the mentally ill) into nonmedical living arrangements or more appropriate medical facilities in the community; or who require such help to handle their daily living activities so that they can remain in their own homes or in alternate nonmedical living plans in the community and avoid placement in medical institutions; or
- .15 Because of impaired judgment, lack of transportation, or other limitations, are not receiving medical attention or are not following a prescribed medical plan.

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Regulations	SERVICES	45-025
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45-023	WHEN ADULTS WHO NEED PROTECTIVE-SUPPORTIVE SERVICES ARE TO BE IDENTIFIED	45-023
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AB
OAS

.1 OAS and AB - Adults

If an applicant or recipient of OAS or AB appears to be in need of protective-supportive services, an evaluation shall be made, in accordance with Section 45-025 when there is:

- .11 An application for aid or a request for restoration; or
- .12 Any significant change in the individual's situation which might affect his capacity to function, such as illness, change in living arrangements, loss of a close relative; or
- .13 A reinvestigation of eligibility; or
- .14 An interprogram or intercounty transfer

If an applicant or recipient of OAS or AB does not appear to be in need of protective-supportive services, the basis for such a determination shall be recorded. The activities required in the determination do not constitute a social study.

ATD

.2 ATD - Adults

An evaluation of the need for protective-supportive services is to be made for each ATD applicant or recipient, in accordance with Section 45-025 under the circumstances defined under 45-023.11 through 45-023.14 above.

45-025	IDENTIFYING ADULTS WHO NEED PROTECTIVE-SUPPORTIVE SERVICES THROUGH THE COUNTY DEPARTMENT	45-025
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AB
ATD
OAS

.1 Evaluation of Adjustment

An applicant or recipient is in need of protective-supportive services when it is determined through an evaluation of his personal, social, health and economic adjustment that he falls within one of the defined groups. (See 45-021)

If it is determined through such evaluation that the individual is not in need of protective-supportive services, the activities necessary for such evaluation when recorded constitutes the social study.

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45-027

SERVICES

Regulations

45-027 FORMULATING THE ADULT SERVICE PLAN

45-027

AB.
 ATD
 OAS

.1 Basic Goals

When it is determined that the applicant or recipient is in need of protective-supportive services through the county welfare department, a service plan shall be formulated which is necessary to secure and maintain for each individual:

- .11 The financial assistance to which he is entitled;
- .12 Who is living in his own home or other independent living arrangements, housing which is structurally and environmentally safe and which, when necessary, is adapted to the individual's particular handicap;
- .13 Who needs out-of-home care, living arrangements which provide the kind and extent of care which the individual requires but which is no more than he needs in order to be as independent as possible within his individual capacities;
- .14 The help needed in home management, personal care, conduct of business and financial activities, and in establishing and maintaining family and social contacts;
- .15 Needed medical services and regular health care.

.2 Underlying Principles

In formulating the service plan, in accordance with the basic goals, the following principles shall apply:

- .21 The individual's right to be independent shall be preserved to the maximum extent possible;
- .22 The applicant or recipient shall be involved in the planning to the fullest extent possible;
- .23 When possible, relatives, friends, or other concerned persons shall be involved in the planning;
- .24 Alternatives shall be considered with the applicant or recipient and he shall be helped to select the alternative which is most feasible for him;
- .25 The applicant or recipient whose judgment is not impaired has the right to refuse service;
- .26 When the individual's judgment is impaired, the county welfare department has the responsibility to intervene to provide the protection and support necessary.

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SERVICES

45-029 (Cont.)

45-027 FORMULATING THE ADULT SERVICE PLAN (Continued)

45-027

AB
ATD
OAS

.3 Specific Objective(s)

In formulating the service plan for each individual, the specific objective(s) necessary to achieve the basic goals shall be set forth. The statement of objectives shall:

- .31 Identify the individual problem(s) which must be resolved in the applicant's or recipient's situation;
- .32 Describe the specific activities to be undertaken with or in behalf of the individual applicant or recipient to solve the problem(s) identified; and
- .33 Project a schedule showing the anticipated time for achieving the specific objective(s) and, when appropriate, the progressive plan for undertaking the specific activities.

Completion of the activities necessary for the evaluation, assessment and formulation of the service plan, when recorded constitutes the social study.

45-029 CARRYING OUT THE ADULT SERVICE PLAN

45-029

AB
ATD
OAS

.1 Basic Requirements

Activities necessary to carry out the service plan require:

- .11 A home visit or, when appropriate, other significant direct contact with the applicant or recipient as frequently as necessary to fulfill the service objectives but no less frequently than once every three months;
- .12 Full utilization of the resources available through the county welfare department, including:
 - .121 The full financial assistance to which the individual is entitled (see Aid Payments Chapter);
 - .122 The attendant care (see Department Bulletin 632) guardianship (see Determination of Eligibility Chapter; Welfare Code Section 10002) money management (see Aid Payments Chapter) substandard housing provisions (see Need Chapter).
 - .123 The complementary services.
- .13 Utilization of other resources in the community which are or can be made available to the public welfare applicant or recipient (See Determination of Eligibility Chapter).

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45-029 (Cont.)

SERVICES

Regulations

45-029 CARRYING OUT THE ADULT SERVICE PLAN (Continued)

45-029

AB
ATD
OAS

.2 Specific Activities

To carry out the objectives set forth for the individual applicant or recipient, services shall be provided to:

- .21 Help the applicant or recipient locate and secure or locate and secure for him when necessary, the following:
 - .211 Appropriate housing or out-of-home care;
 - .212 Appropriate home management, self-care, financial and legal services;
 - .213 Needed medical and health care services.
- .22 Provide the help needed to make it possible for the applicant or recipient to use the resources which are available to him. Such help includes:
 - .221 Discussing financial, home-management, self-care, medical, and personal relationship problems as they arise;
 - .222 Enlisting the help of relatives, friends, or other persons as appropriate;
 - .223 Securing the services of volunteers as needed;
 - .224 Remaining in close contact with and providing support to the individual applicant or recipient and the boarding or nursing home operator as needed to achieve a satisfactory adjustment in an out-of-home care living arrangement.
- .23 Maintain contact with the applicant or recipient and others involved in this situation as needed to:
 - .231 Work out a stable plan for the individual in an independent living arrangement and make provisions for communication in case difficulties occur;
 - .232 Sustain a satisfactory adjustment in an out-of-home care living arrangement;
 - .233 Assess the continuing effectiveness of the plan.
- .24 Re-evaluate the plan periodically with the client and make changes as necessary.

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Regulations

SERVICES

45-031

45-031 TERMINATING THE ADULT SERVICE PLAN

45-031

AB
 AD
 OAS

.1 When the Adult Plan is Terminated

A service plan shall be terminated when an evaluation of the individual applicant's or recipient's situation shows that

- .11 The specific objectives set forth in the service plan have been achieved; or
- .12 A crisis or other change in the individual's situation makes the current service plan inappropriate; or
- .13 The individual's situation has stabilized to the extent that a need no longer exists for protective-supportive services to be provided through the county welfare department; or
- .14 No further progress can be made in achieving the specific objectives set forth in the service plan.

.2 Required Activities in Terminating the Adult Plan

In terminating the service plan, the required activities are:

- .21 Reassessment of the individual applicant's or recipient's situation to determine whether there is a need for other protective-supportive services to be provided through the county welfare department, and
 - .212 If such other needs are identified formulation of a new service plan to meet those needs; or
 - .213 If no other such needs exist appropriate transfer or change in classification of the case based on the termination of the service plan.

(See Sec. 45-005.4 when aid is discontinued or not granted.)

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45-035

SERVICES

Regulations

45-035 SERVICES LEADING TO ADULT EMPLOYMENT

45-035

AB
ATD

Applicants for or recipients of aid shall be assisted toward the decrease or elimination of their dependency by means of more adequate physical, social, and economic adjustments. This is to be accomplished by the provision of direct service to the individual attempting to enlarge his economic opportunities and to stimulate him to greater efforts in striving to render himself self-supporting.

Achieving employment means that the individual is employed and earning sufficient money to support himself and his dependents, or is working to his capacity within his capability, or is involved in an approved rehabilitation program.

45-037 ADULTS FOR WHOM EMPLOYMENT SERVICES SHALL BE PROVIDED

45-037

AB
ATD

1 Persons Deemed Suitable for Employment Services

Persons deemed suitable for employment services shall include, but not be limited to the following:

- .11 Those persons who are under 45 years of age and whose physical and mental condition indicates the possibility of immediate employment, or who have not had a previous evaluation of their employment potential.
- .12 Those persons with a good employment history and a strong desire for independence.
- .13 Persons who have marketable employment skills.
- .14 Persons requiring vocational training. Such training or educational achievement a person may have had does not in itself determine whether or not additional training is needed. The length of vocational training program or educational program does not in itself determine whether or not a plan should be instigated.
- .15 Persons who require adjustment to their disability and who, following adjustment, could return to a previous type of employment and enter vocational or educational training.
- .16 Emotionally handicapped and mentally retarded individuals who, with some supportive casework services, could function adequately in a sheltered workshop setting.

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SERVICES

45-039 (Cont.)

45-039 ADULTS WHO MAY BENEFIT FROM EMPLOYMENT SERVICES

45-039

It is the responsibility of the social worker to utilize all the resources available to help in developing the individual's employment potentials to the maximum.

AB
 ATD

.1 Adults to be Selected

A determination shall be made of whether a recipient can benefit from employment services, vocational rehabilitation, or other training and such findings shall be recorded in the case record. Each determination of whether an individual can benefit from employment services shall be based on a careful individual assessment of the person's potential to engage successfully in such activity. An appropriate referral shall be made for each individual who might benefit from employment services and for those who request such services.

In making a determination of the individual's need and readiness for employment services, his personal, social, health and economic conditions (adjustments) shall be evaluated in relation to realistic job or training opportunities which may be available within the community.

.2 When the Selection is to be Made

When an application or request for restoration of aid is made, a determination shall be made of whether the applicant can benefit from employment services or training. In continuing cases such determination shall be made:

- .21 When information at hand, medical or social, suggests potential ability to engage in employment or benefit from training.
- .22 When the recipient requests such service.
- .23 When reinvestigation of eligibility is made or an interprogram or intercounty transfer occurs.
- .24 When a change in the recipient's condition occurs which indicates improvement to the extent he may be considered for employment services.

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45-039 (Cont.)

SERVICES

Regulations

45-039 ADULTS WHO MAY BENEFIT FROM EMPLOYMENT SERVICES (Continued)

45-039

AB
ATD.3 Required Activities in the Selection Process

In initiating the determination of suitability for employment services for any applicant or recipient, discussion shall be undertaken as soon as feasible with a view to the development of a plan. If the recipient himself does not initiate a request for employment services, an interview shall be scheduled with him as soon as possible to explore his potential for employment or training. Before any employment service referral activity is begun a current (90 day or less) medical examination shall be obtained (see .32 below). The medical examination, together with the required social evaluation, shall constitute the basis for the decision as to whether the person is or is not able to participate in employment training.

ATD | .31 Conditions for Aid Discontinuance

In the ATD program if no medical, social or other reason exists and realistic opportunities are available for training or employment, aid may be discontinued on the basis of lack of cooperation should the recipient refuse to participate. If an application or request for restoration is denied for lack of cooperation such denial shall be based on a careful review of current circumstances.

AB | .32 Medical Examination Not Required

Medical examinations shall not be obtained unless the recipient wishes to be involved in employment activities.

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SERVICES

45-041 (Cont)

45-041 FORMULATING THE ADULT EMPLOYMENT PLAN

45-041

AB
ATD

.1 Factors to be Considered

In helping the recipient formulate a plan for employment, the following items shall be taken into consideration and the appropriate action taken.

- .11 Through the use of various services such as vocational testing, counseling, etc., a determination of the client's employment potential shall be made.
- .12 Exploration of the person's employment interests.
- .13 Exploration of all personal or family problems which might interfere with employment.
- .14 Consultation or referral to appropriate services to resolve problems identified in .13 above.
- .15 Consultation with recipients to determine if there are problems preventing them from engaging in employment.
- .16 Referral to appropriate child-care facilities when possible employment or training is prevented by lack of care for children.

.2 Specific Objectives to Achieve Goals

In formulating the service plan for each individual, the specific objective(s) necessary to achieve the goals shall be set forth:

- .21 Identify the individual problem which must be resolved in the applicant's or recipient's situation;
- .22 Describe the specific activities to be undertaken with or in behalf of the individual applicant or recipient to solve the problem(s) identified; and
- .23 Project a schedule showing the anticipated time for achieving the specific objective(s) and, when appropriate, the progressive plan for undertaking the specific activities.

AB | .3 Special Provision For Formulating Employment Plan

The determination of which program, AB or APSB, is more appropriate for the individual shall be made at the time of application for Aid to the Blind; also at the time of each reinvestigation. With some individuals this determination will be made oftener than annually, in order to stimulate toward employment those persons who are capable of accepting and benefiting from stimulation and encouragement in their efforts toward employment. (See Determination of Eligibility Chapter.)

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45-041 (Cont.)

SERVICES

Regulations

45-041 FORMULATING THE ADULT EMPLOYMENT PLAN (Continued)

45-041

AB .4 Criteria for Plan for Employment

The following criteria shall be applied in relation to a plan for employment:

- .41 The individual must have a reasonably adequate plan which he believes may lead to employment; and
- .42 There must be evidence of a sincere and sustained effort toward the goal of employment.

Participation under any of the titles of the Federal Economic Opportunity Act (FEOA) constitutes an approved plan which may lead to employment. However, the receipt of funds paid to a relative on behalf of a youth obtaining training under Title I does not constitute a plan for employment for the relative.

In evaluating a proposed plan for employment, consideration is given to the work capacity of the individual and the existence of that type of employment opportunity. Lack of availability of employment in the community in which the recipient lives does not nullify his plan for employment if he is willing to move to an area where there is an opportunity for employment of the type in which he is interested, and from which he believes he can achieve employment.

The W&IC provides that an applicant for or recipient of AB or APSB may be granted aid under AB for a period of 36 months and retain amounts of resources and income over and above those set forth in the Property Chapter and Income Chapter, provided:

- a. The above criteria are met and the plan for employment is approved by the county, and
- b. It is determined that the amounts of additional resources and income which the individual is permitted to retain are essential to further the particular plan for employment.

The individual's specific plan for employment shall be evaluated as to its adequacy. A precise determination shall also be made as to the amounts and kinds of additional resources and income, if any, which are required to implement the particular plan. The exemption of any additional resources and/or income can be in such amount as is needed to further the plan and can extend for only one 36-month period in the case of any given recipient of AB. At the expiration of such 36-month period a redetermination shall be made as to the status of the plan for employment. If the recipient has not achieved self-support but continues to have an adequate plan and to put forth a sustained effort, he shall be transferred to APSB if eligible therefor. Otherwise, he shall be continued on AB if eligible within the usual property and exempt income limitations of the program as set forth in Property and Income Chapters.

A signal system shall be established by the county so as to permit easy identification at the end of a 36-month period, those AB cases in which additional income and resources are permitted to implement the plan for employment.

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SERVICES

45-043

45-043 CARRYING OUT THE PLAN TO ACHIEVE ADULT EMPLOYMENT

45-043

AB
 ATD

All persons who are determined to meet the criteria set forth above shall be referred to appropriate employment rehabilitation or training programs.

Where partial or full employment may be feasible, services available from the Department of Employment or the Department of Rehabilitation shall be sought and supplemented, when necessary, by the service program within the county department. In order to make such supplementation effective, the county department shall develop its own evaluation and placement services to the fullest extent necessary and practicable.

Persons referred to the Department of Rehabilitation and subsequently rejected shall be offered, as appropriate, alternative vocational services including but not limited to assignment to community work and training or, when available, sheltered workshop activities. Casework, group work and related techniques shall be utilized in developing positive and constructive attitudes directed toward achieving employment or rehabilitation goals.

Where further education is the most realistic achievement to be anticipated, this shall be established as the immediate goal in lieu of a vocational objective. The continuing and special needs of recipients engaged in vocational or educational activities shall be given recognition as integral parts of the over-all plan. Assistive devices, inpatient medical rehabilitation, etc., as provided for under the Medical Assistance program shall be utilized to the fullest extent. Utilization shall also be made of such special needs services as may be available through the grant.

To carry out the service plan formulated above, the worker assigned to the case shall help the applicant or recipient locate and secure, or shall locate and secure for him when necessary, the resources required to fulfill the service objectives set forth in the service plan. In addition, the social worker shall provide or secure for the applicant or recipient the services necessary to help him use, or make it possible for him to use, to the fullest extent possible, the resources which are available to him.

ATD

.1 Special Provisions

.11 Pursuant to Section 13650 of the W&IC each county department, insofar as practical, shall establish a community work experience and vocational training program for disabled persons who can benefit from such program.

.12 Purchase of Work Training Center services for the mentally retarded from the State Department of Rehabilitation shall be arranged in accordance with the provisions of the interdepartmental agreement then in effect for such services between that department and the State Department of Social Welfare.

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SERVICES

Regulations

45-045 FOLLOWING UP ON THE PLAN FOR ADULT EMPLOYMENT

45-045

AB
 ATD

In addition to the required basic activities in relation to employment service planning, follow-up is required as follows:

.1 Contacts with Individuals

Close, continuing contact shall be maintained with the recipient and other persons involved in the training program.

.2 Initial Report

An initial report from the training agency shall be obtained at the end of six months after the recipient enters the training program, at the time he completes the program or when aid is discontinued, whichever is earliest. Subsequent reports shall be obtained annually thereafter at the time of the redetermination of eligibility for aid, or more frequently if indicated.

.3 Evaluation of Progress in Training

Evaluation of the recipient's progress and the feasibility of his continuance in the training program shall be based on the reports from the training agency with appropriate consideration given to the individual's physical or mental capacity and evidence of his sincere and sustained efforts towards the set goal. Re-evaluation of a plan for employment shall be directed toward progress made toward achieving employment. The social worker and others assigned to the case are charged with the responsibility of stimulating and encouraging the recipient in following through on the employment plan and for assisting him in its ultimate achievement.

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SERVICES

45-047 (Cont.)

45-047 TERMINATING A SERVICE PLAN FOR ADULT EMPLOYMENT

45-047

AB
 ATD

.1 When the Plan is Terminated

A service plan shall be terminated when an evaluation of the individual applicant's or recipient's situation shows that

- .11 The specific objectives set forth in the service plan have been achieved; or
- .12 A crisis or other change in the individual's situation makes the current service plan inappropriate; or
- .13 The individual's situation has stabilized to the extent that a need no longer exists for services to be provided through the county welfare department; or
- .14 No further progress can be made in achieving the specific objectives set forth in the service plan.

.2 Required Activities in Terminating the Plan

In terminating the service plan, the required activities are:

- .21 Reassessment of the individual applicant's or recipient's situation to determine whether there is a need for other services to be provided through the county welfare department, and
- .22 If such other needs are identified formulation of a new service plan to meet those needs; or
 If no other such needs exist appropriate transfer or change in classification of the case based on the termination of the service plan.

(See Sec. 45-005.4 when aid is discontinued or not granted.)

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45-053

SERVICES

Regulations

45-053 REVOLVING LOAN FUND (AB-APSB)

45-053

AB

The W&IC establishes a Revolving Loan Fund in the State treasury to be administered by the SDSW. The Fund is for the purpose of making loans to recipients of AB and APSB to enable them to become established in a business, profession, or other gainful employment. In considering requests for loans, preference will be given in those instances where lending agencies or other resources are not available or practical, or the amount is insufficient to meet the need of the recipient's plan or project.

It is the obligation of the applicant for a loan to provide the county with all pertinent information concerning his plan for self-support, current obligations, resources available to him, and efforts to promote the plan. The county is responsible for taking the application and for making a careful evaluation of the factors relating to the plan for self-support and personal characteristics of the applicant, thus providing the basis upon which the Loan Fund Committee can make its recommendation to the SDSW.

The criteria used in evaluating the request for a loan are the feasibility of the plan for self-support, the degree of effort and interest shown by the applicant in pursuing his goal toward self-support, the availability of other resources, the soundness of the applicant's plan for repayment and his sense of responsibility in meeting his obligations.

Form B1-240, Application for a Loan, is to be completed by the applicant in triplicate and submitted to the county welfare department of his county of residence. After completing Item 11, Evaluation by the County, two copies of Form B1-240 are to be forwarded to the SDSW for review by the Loan Fund Committee and decision by the SDSW.

45-075 FAMILY PLANNING SERVICES

45-075

AB
 ATD
 OAS
 AFDC

Family planning is defined as promotion of responsible parenthood through fertility control and sterility correction. Freedom from coercion or pressure of mind or conscience must be guaranteed all persons so that they actually have a free choice concerning family planning. There can be no free choice unless alternatives are known.

Each person for whom family planning services are appropriate, and who is eligible for services,

shall be offered information and assistance with respect to such services. The worker shall initiate and conduct discussions with respect to family planning, and shall:

- a. Convey the philosophy that family planning is primarily a health concern between the individual or family and the physician;
- b. Provide information regarding resources for family planning services, including any local alternatives (family doctor, Family Planning Agency, family planning clinic through the local health department);
- c. Assist persons who wish to investigate further or utilize available resources in the community; and to follow up on referrals;
- d. Assure that each person with whom family planning is discussed is at all times free from coercion or pressure, or any persuasion to accept family planning service against his or her will.

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45-101 CHILDREN IN NEED OF PROTECTION		45-101
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AFDC Families in which there is a parent or child on leave from a state hospital or there are children who are without parents, or whose parents are unable to care for them, desert, neglect, or abuse them, or where children are endangered by unwholesome or demoralizing circumstances shall receive social services.

	PROTECTIVE	
45-103 FAMILIES AND CHILDREN FOR WHOM/SERVICES MUST BE PROVIDED		45-103

- AFDC .1 Families in need of protective services are those where the child:
- .11 Is in present danger by reason of beating, abuse or molestation (including children receiving AFDC reported to Criminal Identification and Investigation as suspected of incurring physical injury by other than accidental means). (See Penal Code Section 11110.)
 - .12 Is in foster care. (See Section 45-157 and Bulletin 630.)
 - .13 Is physically deprived; i.e., malnourished or living in squalor, ill-clad or ill-housed.
 - .14 Is in acute need of medical care and is not receiving it.
 - .15 Is unsupervised and lacks adequate parental support and care.
 - .16 Has serious physical, mental or other special problems for which he is not receiving adequate care.
 - .17 Is in a family with serious problems of money management which affect the child's welfare. (See Aid Payments and Need Chapters)
 - .18 Is presenting symptoms of emotional disturbances and/or evidence of damaging care.
 - .19 Is presenting serious social and/or school adjustment problems, and needs special education opportunities or guidance, including adolescent requiring help in planning for continued formal education or for employment. (See Need Chapter)
 - .20 Is being exploited for the advantage of others.

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45-105

SERVICES

Regulations

45-105 OBJECTIVES OF THE FAMILY SERVICE PLAN

45-105

AFDC

- .1 When it is determined that a child is in need of protection, a service plan shall be formulated in order to secure:
 - .11 Protection for the child by immediate intervention, from a present danger of beating, abuse, and molestation including removal if necessary.
 - .12 Correction or improvement of parental functioning with alleviation of the specific neglect conditions if the child remains in the home.
 - .13 Protection, care and guidance for the child to ensure his proper development and potential through parents, guardians or foster care.

45-107 CARRYING OUT THE FAMILY SERVICE PLAN

45-107

AFDC

- .1 In formulating the service plan, the aims shall be to provide the following services:
 - .11 Assist parents improve home conditions and assume responsibility for care and guidance of their children including the management of financial resources.
 - .12 Assist in securing and helping parents and children to use available community resources to overcome barriers to this objective.
 - .13 Arrange substitute care for children who are seriously neglected and endangered by lack of parental care until such time that the home conditions are improved.
 - .14 Make use of available specialized agency and community resources in respect to serious problems or needs, including use of juvenile court when appropriate.
 - .15 Secure and use medical resources, including clinical, psychological and psychiatric services.
 - .16 Secure and assist in working out plans for day care of children as appropriate.
 - .17 Secure and assist in use of educational opportunities, including preschool educational services (which shall be assigned special priority on behalf of children from non-English speaking families).

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45-109 TERMINATING THE FAMILY SERVICE PLAN 45-109

AFDC

- .1 Service plans shall have ongoing evaluation of each family situation which changes made to the plan as necessary.
- .2 The agency shall terminate the service plan when an evaluation shows that:
 - .21 The child is out of danger and receiving proper care in his own home; or
 - .22 The child is under the legal jurisdiction of the juvenile court and receiving services that comply in all respects with the requirements of Section 45-107. (See Department Bulletin 630, Parts IV and V.)
- .3 The child in foster care shall remain a concern of the agency and shall continue to receive service for the duration of time he is in out-of-home care.
- .4 The child enrolled in a preschool educational service program shall continue to receive services essential to continued participation in the program, regardless of aid status.

45-111 MAN ASSUMING THE ROLE OF SPOUSE - COUNTY RESPONSIBILITY 45-111

AFDC

- .1 When a man is assuming the role of spouse it is the responsibility of the county department to provide services to:
 - .11 Assist the mother and the man assuming the role of spouse in developing realistic plans for their future; and
 - .12 Insure the well-being of the children and protect their legal rights.

45-113 FAMILY SERVICES TO ACHIEVE EMPLOYMENT 45-113

AFDC

Applicants for or recipients of aid shall be assisted toward the decrease or elimination of their dependency by means of more adequate physical, social, and economic adjustments. This is to be accomplished by the provision of direct service to the individual attempting to enlarge his economic opportunities and to stimulate him to greater efforts in striving to render himself self-supporting.

Achieving employment means that the individual is employed and earning sufficient money to support himself and his dependents, or is working to his capacity within his capability, or is involved in an approved rehabilitation program.

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45-115	SERVICES	Regulations
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45-115 ADULTS OR CHILDREN FOR WHOM FAMILY SERVICES TO ACHIEVE EMPLOYMENT SHALL BE PROVIDED	45-115
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AFDC

.1 Services to Achieve Employment Shall Be Provided to:

- .11 Persons whose physical and mental condition indicates the possibility of immediate employment.
- .12 Persons who have not had a previous evaluation of their employment potential.
- .13 Persons who have marketable employment skills.
- .14 Persons requiring vocational or educational training. The length of vocational training program or educational program does not in itself determine whether or not a plan should be initiated.
- .15 All families with a parent employed in seasonal farm labor.

45-117 IDENTIFYING CHILDREN OR ADULTS WHO MAY BENEFIT FROM FAMILY SERVICES TO ACHIEVE EMPLOYMENT	45-117
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AFDC

.1 Persons to be Selected

identified under Sec. 42-401

A determination shall be made of whether a recipient/can benefit from services to achieve employment (employment services, vocational rehabilitation or other training) and such findings shall be recorded in the case record. Each determination of whether an individual can benefit from such services shall be based on a careful individual assessment of the person's potential to engage successfully in such activity. An appropriate referral shall be made for each individual who might benefit from such services and for those who request such services.

In making a determination of the individual's need and readiness for services to achieve employment, his personal, social, health and economic adjustments shall be evaluated in relation to realistic job or training opportunities which may be available within the community. (See, Employment, Work Experience and Training Requirements).

Chapter 42-400,

.2 When the Selection Is to be Made

When an application or request for restoration of aid is made the county welfare department shall make a determination of whether the applicant can benefit from employment services or training. In continuing cases such determination shall be made:

- .21 When information at hand, medical or social, suggests potential ability to engage in employment or benefit from training essential in the plan.
- .22 When the recipient requests such service.
- .23 When reinvestigation of eligibility is made or an interprogram or intercounty transfer occurs.
- .24 When a change in the recipient's condition occurs which indicates improvement to the extent he may be considered for employment services.

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45-119

45-117 IDENTIFYING CHILDREN OR ADULTS WHO MAY BENEFIT FROM FAMILY SERVICES TO ACHIEVE EMPLOYMENT (Continued) 45-117

AFDC

.3 Required Activities in the Selection Process

In initiating the determination of suitability for services to achieve employment for any applicant or recipient, discussion shall be undertaken with him as soon as feasible with a view to the development of a plan. If the recipient himself does not initiate a request for services to achieve employment, an interview shall be scheduled with him as soon as possible to explore his potential for employment or training. Before any employment referral activity is begun a current (90 days or less) medical examination shall be obtained if he indicates, or the social worker has reason to believe, there is a physical or mental problem which interferes with employment or a plan of training. The medical examination, together with the required social evaluation, shall constitute the basis for the decision as to whether the person is or is not able to participate in employment or training.

If no valid medical, social or other reason exists and realistic opportunities are available for training or employment, aid may be discontinued on the basis of lack of cooperation, should the recipient refuse to participate. If an application or request for restoration is denied for lack of cooperation such denial shall be based on a careful review of current circumstances. (See Chapter 42⁴²⁰_a Employment, Work Experience and Training Requirements)

It is the responsibility of the social worker to utilize all the resources available in helping to develop the recipient's potentials to the maximum.

45-119 FORMULATING THE PLAN TO ACHIEVE EMPLOYMENT

45-119

identified under Sec. 42-401

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AFDC

.1 In helping the recipient/formulate a plan for employment, the following items shall be taken into consideration:

- .11 Determination of the individual's potentials.
- .12 Exploration of the person's employment interests.
- .13 Exploration of all personal or family problems which might interfere with employment.
- .14 Consultation or referral to appropriate services to resolve problems identified in .13 above.
- .15 Consultation which recipients to determine medical problems preventing them from engaging in employment.
- .16 Referral to child-care facilities when employment or training is prevented by lack of care for children.

The county provides any assistance needed by the person responsible for the physical care of the child in making an acceptable plan for child care during her absence for employment.

Employment of a person responsible for the physical care of a child is not considered reasonable unless there is such a plan.

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45-121	SERVICES	Regulations
45-121	SPECIFIC OBJECTIVES OF THE SERVICE PLAN	45-121

AFDC

In formulating the service plan for each individual, the specific objective(s) necessary to achieve the goals shall be recorded. The statement of objectives shall include identification of the individual problem(s) which must be resolved in the applicant's or recipient's situation and the specific activities to be undertaken with or in behalf of the individual applicant or recipient to solve the problem(s) identified.

45-123	CARRYING OUT THE PLAN TO ACHIEVE EMPLOYMENT	45-123
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AFDC

Referrals shall be made to appropriate employment, rehabilitation or training programs of all persons who are determined to meet the criteria set forth above.

Where partial or full employment may be feasible, services available from the Department of Employment or the Department of Rehabilitation shall be supplemented, when necessary, by the service program within the county department.

Persons referred to the Department of Rehabilitation and subsequently rejected shall be offered, as appropriate, alternative vocational services, including, but not limited to assignment to community work and training or, when available, sheltered workshop activities. Casework, group work, and related techniques shall be utilized in developing positive and constructive attitudes directed toward achieving employment or rehabilitation goals.

Where further education is the most realistic achievement to be anticipated this shall be established as the immediate goal in lieu of a vocational objective.

The continuing and special medical needs of recipients engaged in vocational or educational activities shall be given recognition as integral parts of the over-all plan. Assistive devices, inpatient medical rehabilitation, etc., as provided for under the Medical ^{Assistance} Care and the Prevention of Blindness programs shall be utilized to the fullest extent. Utilization shall also be made of such special need services as may be available through the grant.

To carry out the service plan, the social worker shall help the applicant or recipient locate and secure, or shall locate and secure for him when necessary, the resources required to fulfill the service objectives set forth in the service plan. In addition, the social worker shall provide or secure for the applicant or recipient the services necessary to help him use, or make it possible for him to use, to the fullest extent possible, the resources which are available to him.

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45-127 (Cont)

45-125 FOLLOWING UP ON THE PLAN TO ACHIEVE EMPLOYMENT

45-125

AFDC

.1 Followup on the Service Plan is Required to:

- .11 Maintain close, continuing contact with the recipient and other persons involved in the training program.
- .12 In the case of on-the-job training, obtain an initial report from the training agency at appropriate intervals but at least every six months after the recipient enters the training program, when he completes the program or when aid is discontinued, whichever is earliest.
- .13 Evaluate the recipient's progress and the feasibility of his continuing in the training program. Evaluation shall be based on the reports from the training agency with appropriate consideration given to the individual's physical or mental capacity and evidence of his sincere and sustained efforts towards the set goal. Reevaluation of a plan to achieve employment shall be directed toward progress made toward achieving employment.
- .14 Review at periodical intervals with the recipient the progress he is making in vocational and educational training to determine the propriety of continuing the training.
- .15 Stimulate and encourage the person in following through on the plan for employment and for assisting him in its ultimate achievement.

45-127 TERMINATING THE SERVICE PLAN

45-127

AFDC

.1 The service plan shall be terminated when an evaluation of the individual applicant's or recipient's situation shows that:

- .11 The specific objectives set forth in the service plan have been achieved; or
- .12 A crisis or other change in the individual's situation makes the current service plan inappropriate; or
- .13 The individual's situation has stabilized to the extent that a need no longer exists for employment services to be provided through the county welfare department; or
- .14 No further progress can be made in achieving the specific objectives set forth in the service plan.

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45-127 TERMINATING THE SERVICE PLAN

(Continued)

45-127

AFDC

.2 In terminating the service plan, the county welfare department shall:

- .21 Reassess the individual applicant's or recipient's situation to determine whether there is a need for other services to be provided through the county welfare department; and
- .22 If such other needs are identified, formulate a new service plan to meet those needs, or if no other such needs do exist, make an appropriate transfer or change in classification of the case based on the termination of the service plan.

(See Section 45-005.4 when aid is discontinued or not granted)

45-129 SERVICES FOR UNMARRIED MOTHERS

45-129

AFDC

The overall goal of these services shall be to assist the mother in making a suitable plan for the future of herself and her child and to help in the implementation of her plan.

45-131 UNMARRIED MOTHERS IN NEED OF SERVICES

45-131

AFDC

.1 An unmarried mother is:

- .1 A mother who has never been legally married; or
- .2 A mother whose legal marriage has been terminated by death, annulment or divorce and who delivers a child ten months after the termination; or
- .3 A mother maintaining a familial relationship with a man to whom she is not legally married. (See Sec. 45-111)

.2 For purposes of these services, a mother is considered married if she:

- .21 Has a legal marriage under the statutes of the State of California; or
- .22 Entered into a marriage in another jurisdiction which is there recognized as legal.

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45-135 SERVICES WHICH MUST BE PROVIDED FOR UNMARRIED MOTHERS 45-135

AFDC

- .1 The following social work activities shall be undertaken for every unmarried mother (See Section 45-131)
 - .11 Adequate prenatal, confinement, and postnatal medical care shall be provided, for both the mother and infant, which shall include regular appointments with a doctor or clinic for preventive and corrective treatment.
 - .12 The mother shall receive help in considering the reality factors of her own future life; this should include discussion of physical environment, employment, recreational activities, and her relationships with other people.
 - .13 There must be discussion with the mother to help her to understand and assess the factors involved in making an appropriate decision for the child's future. Her basic solutions are to keep the child in her own custody or to give the child up for adoption. If the mother is unable to make a final decision immediately after the infant is born, additional time could be made available to the mother, ^{at her request,} by the infant's being temporarily placed in a foster home. Any temporary arrangements made must be reviewed on a planned quarterly basis.
 - .14 Referral shall be made to any other community service available which the mother needs and wants to use; this includes such resources as a mental hygiene clinic; an employment service; a school; an adoption agency; and others. There shall be followup contacts with the mother even though the other service agency has accepted the mother's case, to help resolve any difficulties which may occur in the mother's efforts to use the other service.
 - .15 The mother shall be provided with, or arrangements shall be made with some other resources to provide, adequate knowledge of the birth process, the needs of infants, and child rearing. She shall have this knowledge regardless of the possibility that the child will be placed for adoption.
 - .16 The mother shall be informed of her legal rights and the legal status of the child shall be established. If there is an available resource, the mother shall be referred for legal representation if indicated.
 - .17 The mother shall receive vocational or other training which both she and the social worker agree the mother could use and wants.
 - .18 The child shall receive financial support from the father. (See Responsible Relatives Chapter)

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45-137 SERVICES Regulations

45-137 OBJECTIVES OF THE SERVICE PLAN FOR UNMARRIED MOTHERS 45-137

AFDC

- .1 The intent of this Service Program is to enable:
- .11 The mother to engage herself in planning for both the immediate and long-range future of herself and her child and to do so she should be free from duress and hurry.
 - .12 The mother to be as physically healthy as possible so that the infant is not disadvantaged prior to birth or when born by any condition of the mother's that could have been prevented. Any adverse physical condition caused by the birth process should be corrected so that the mother can meet the demands of an infant for care.
 - .13 The mother to be on a generally adequate diet and any special foods recommended by her doctor should be included in her diet.
 - .14 The mother to live In a house, apartment, or room which is clean, decent, and which can accommodate a growing infant, e.g., flights of stairs can cause falls and yards should be safe for toddlers.
 - .15 The child to be given adequate physical and emotional care by the mother, relatives, foster parents or adoptive parents.
 - .16 The child to receive any medical treatment needed for good physical health.
 - .17 The child to know something about his own father, whether he lives with his mother or is adopted, in order to know his own identity.

45-141 TERMINATING THE SERVICE PLAN 45-141

AFDC

When all service activities are completed, the plan should be terminated. If the service is well underway, the case should be transferred to the regular public assistance caseload or to a social worker with a specialized assignment such as foster care. The mother's ability to follow through by herself, on a planned course of action, should be carefully evaluated by the assigned social worker and the unit supervisor when a service activity is incomplete. It is the responsibility of the social worker transferring the case to designate such services in writing.

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45-143 DESERTION - DEFINITION 45-143

AFDC | .1 A parent has deserted his family when he voluntarily removes himself from the family unit, without the assent of the spouse, with an intent to sever all familial relations. A parent is presumed to intend the severance of all familial relations when for at least 30 days he:

.11 Does not provide in whole or in part for the support of the family although he is able to do so, and

.12 He has had limited or no communication with any member of the family.

45-145 SERVICES FOR FAMILIES DISRUPTED BY DESERTION OR THREATENED DESERTION 45-145

AFDC | Families who are disrupted or threatened by desertion shall be provided necessary services. Families are those in which either the parents are legally married, or they have a spouselike relationship and have children in common.

.1 Desertion

Families in need of services because of desertion are those in which desertion occurred within the last year, and

.11 There is an interest in maintaining ties or reconciliation.

.12 The remaining parent is seriously overburdened by dual responsibility or the children have been seriously affected by loss of the absent parent.

.2 Threatened Desertion

Families in need of services because of threatened desertion are those in which:

.21 The parents are newly reconciled.

.22 There has been more than one desertion in the past.

.23 There are stresses threatening desertion.

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45-147

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45-147 SERVICES FOR FAMILIES - DESERTION OR THREATENED
 DESERTION

45-147

AFDC

Services shall be given these families to solve or mitigate problems and stresses of desertion or threatened desertion. The kinds of services given will be based on consideration of the individual family situation.

.1 Services improve family functioning and relationships shall be provided, including:

- .11 Determining the reasons for the desertion through discussion with both parents, whenever possible.
- .12 Solving and relieving environmental problems which may have or could lead to desertion, e.g., poor housing, inability to manage the home, illness, debt. Providing homemaker service when available to assist mother in the home or to teach housekeeping skills.
- .13 Identifying the more serious personal problems and making referrals to agency or community services resources when these exist, e.g., child guidance clinic, psychiatric consultation, legal services, homemaker service.
- .14 Helping the remaining parent with arrangements for child care, so as to enable the children to remain in the home.
- .15 Discussing with parents their roles as parents and the importance to children of a continuing relationship with both parents. Giving help to enable the absent parent to maintain a relationship with the children.

45-149 OBJECTIVES OF THE SERVICE PLAN -DESERTION OR THREATENED
 DESERTION

45-149

AFDC

.1 The objectives of the services given families disrupted or threatened by parental desertion are the following:

- .11 Preventing breakup of the family when there are problems or stresses that are conducive to desertion.
- .12 Bringing about a reconciliation or maintaining family ties when the parent has deserted.
- .13 Assisting remaining parent with adjustment to the changed family situation when prevention of breakup or reconciliation is not possible.
- .14 Securing support from the deserting parent to the fullest extent possible.

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45-149 OBJECTIVES OF THE SERVICE PLAN - DESERTION OR THREATENED
DESERTION (Continued)

45-149

AFDC

- .15 Meeting the needs of the family to the greatest extent possible with AFDC funds, the Medical Care program and community and other resources that are available or that can be developed.
- .16 Involving parent in a plan for self-support when this is feasible.

45-151 CARRYING OUT THE SERVICE PLAN - DESERTION OR THREATENED
DESERTION

45-151

AFDC

- .1 The county welfare department shall carry out the service plan; through:
 - .11 Making the eligibility study.
 - .12 Securing social, health and economic information necessary for eligibility purposes and problems identification.
 - .13 Evaluating the family situation.
 - .14 Developing a plan and providing services based on the results of identification and evaluation of the family's social, health and financial problems as specified in Section 45-147.

45-153 TERMINATING THE SERVICE PLAN - DESERTION OR THREATENED
DESERTION

45-153

AFDC

- .1 Termination of the Service Plan Shall be Made When:
 - .11 The environmental problems conducive to desertion or that may have caused desertion have been eliminated or have considerably improved.
 - .12 Reconciliation is achieved.
 - .13 The marital relationship has greatly improved.
 - .14 The remaining parent's ability to care for the children and run the home is at a satisfactory level.
 - .15 It becomes apparent that no further progress can be made.

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SERVICES

45-155 SERVICES TO CHILDREN, PARENTS, AND FOSTER PARENTS WHEN
 FOSTER CARE IS REQUESTED

45-155

AFDC

Where AFDC in foster care is requested and no other agency is providing a placement service, the county assists the responsible relative or other person by providing placement services.

Definition: Placement services are defined as planned activity to determine whether foster care is necessary, develop the best possible plan when out-of-home care is needed, assist the foster parents or institution provide the best substitute care, strengthen the parent's relationship with the child, and plan for the child's return home when possible, or referral to an adoption agency when indicated.

45-157 SERVICES TO CHILDREN IN FOSTER CARE AND THEIR PARENTS WHEN
 A CHILD HAS BEEN REMOVED FROM HIS HOME BY COURT DETERMINATION

45-157

AFDC.1 Criteria for Federal Participation

Federal participation is available for a child living in a foster home or a private institution licensed by the state if all of the following criteria are met:

- .11 The child was removed from his home or the home of a relative after April 30, 1961, by a court order because of neglect or unsatisfactory home conditions, and
- .12 The child received Aid to Families with Dependent Children for the month in which court proceedings were initiated, and
- .13 The court has designated the probation department (and there is an Agreement with the SDSW) or the county welfare department as responsible for placement, care and supervision of the child in foster care.

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45-157 SERVICES TO CHILDREN IN FOSTER CARE AND THEIR PARENTS WHEN A CHILD HAS BEEN REMOVED FROM HIS HOME BY COURT (Continued)		45-157
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AFDC

.2 Responsibilities of County Department and Probation Department

The responsibilities of the probation department and county welfare department are:

- .21 To develop a plan for the care of the child in foster care.
- .22 To place the child in a foster home or private institution and provide supervision to assure proper care.
- .23 To provide for periodic review at least every six months of the necessity for the child to remain in foster care. The case record must clearly show the following:
 - .231 The assessment of the suitability of the plan;
 - .232 The need for the child to continue in foster care; and
 - .233 The possibility of whether or not the child can eventually return home. (See Section 45-159)
- .24 To provide for services to improve conditions in his home so that he may return there, or to make possible his placement in the home of another relative (i.e., family counseling, individual casework services, group counseling, health services).
- .25 To determine that aid was received in and for the month in which action was initiated by an authoritative agency in removal of the child because of imminent danger to the safety of the child, or the filing of the petition, whichever was earlier.
- .26 To provide reports to the court as required, or as indicated by the case development.
- .27 To use professionally qualified AFDC and Child Welfare staff to the maximum extent practical in the placement service for the child under the supervision of the county welfare department.

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45-159

SERVICES

45-159 TERMINATION OF FEDERAL PARTICIPATION FOR CHILDREN IN
FOSTER CARE

45-159

AFDC

Eligibility for federal participation exists so long as there is the possibility that a child may return to a home of his own, which may be either to the home of a parent or placement with a relative.

When a decision is made that there is no possibility of child's eventual return to the home of a parent, or that placement with a relative is not possible, eligibility for federal participation ceases.

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Regulations	BUILDING REGULATIONS	24-001
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24-001 POLICY STATEMENT		24-001
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- .1 The State Department of Social Welfare, in order to promote the efficiency and productivity of operations, determines that welfare departments are housed in space that is adequate, functional, and appropriately located.
- .2 In adopting these regulations it is the clear intent of the State Director of Social Welfare, that the administration and enforcement thereof shall be on the basis of substantial, rather than specific and detailed, conformity with the purpose and intent of all applicable standards. The standards which follow are provided as the basis for judgment as to the degree to which substantial conformity may or may not exist in individual situations.

24-005 LEGAL BASIS		24-005
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The department's policy results from responsibilities placed upon it by the U.S. Department of Health, Education, and Welfare to:

- .1 Secure office space for federally aided public assistance programs that "will meet adequately and efficiently the specific needs to administer the aid programs";
- .2 Establish and maintain the necessary standards; and
- .3 Provide assurance that the standards are continuously in effect in all agencies and offices concerned.

(References: DHEW Handbook, Part 5, Sections 4501, 4560-4564. Welfare and Institutions Code, Sections 10600, 10604.)

24-011 PLANNING		24-011
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- .1 Long-range planning for welfare office space and location shall be part of the county's overall office space program.
- .2 Estimates for welfare office space needs shall be projected for five (5) years. Each year, before October 1, these estimates shall be revised as necessary and submitted to the State Department of Social Welfare. A brief statement shall also be submitted yearly, outlining the basis for estimated future space needs.
- .3 Deficiencies or disagreements concerning welfare office space plans will be submitted directly to the county board of supervisors, and a copy thereof forwarded to the director of the public welfare agency.

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 24-013 BUILDING REGULATIONS Regulations

24-013 FINANCING STUDIES BY OUTSIDE AGENCIES

24-013

In cases where office space studies are made by agencies outside of the welfare department, financial reimbursements for these services may be claimed upon prior approval of State Department of Social Welfare. The requirements and procedures for requesting such prior approval are contained in the Manual of Fiscal Policies and Procedures, Sections F850.40, F810.30, F871-F871.72, F877, and F881-F881.14.

24-015 LOCATION

24-015

Location of welfare office space should be consistent with the principle of centralization of administrative functions (fiscal, statistical reporting, etc.) for efficiency and economy, and decentralized welfare services by the location of operational field offices convenient to the living areas of the welfare clientele. Operational offices may include permanent full-functioning offices, offices which are specialized as to function or program, or part-time itinerant interview offices at which services are available on a regular schedule, as caseloads or other circumstances may require.

The objective of this section is the reasonable availability of welfare services to those persons who may require them.

24-025 CERTIFICATION OF WELFARE SPACE

24-025

All welfare office space shall be certified by State Department of Social Welfare as to consistency with projected needs, suitability for the use intended, and its substantial conformity with required standards in order that federal reimbursement may be claimed.

- .1 A "Certificate of Conformance" is issued by State Department of Social Welfare as evidence that the identified premises have been found to meet requirements. Such certificates shall be valid for a period of three years or for the period of any lease or rental agreement, whichever is the lesser period, or until cancelled by the State Department of Social Welfare. A Certificate of Conformance shall be prima facie evidence that the premises specified therein fully meet the standards established by these regulations.

24-031 EXISTING WELFARE SPACE

24-031

Definition: Existing welfare space is office space which has been approved by SDSW as of the effective date of these regulations.

.1 Periodic Inspection

The State Department of Social Welfare will inspect existing welfare space on a periodic basis.

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Regulations	BUILDING REGULATIONS	24-031
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24-031 EXISTING WELFARE SPACE (Continued)		24-031
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.2 Criteria for Approval of Existing Welfare Space

As to existing welfare space only, the General Space Standards, as set forth in Sections 24-103 and following, of these regulations may be modified if the applicant county can show that one or both of the following conditions exists:

- (a) That existing welfare space which contains a lesser amount of gross floor space per employee than that specified in Section 24-103, will provide adequate, effective, and comfortable space for workers and clients, and conforms to all applicable health and safety requirements;
- (b) That existing welfare space is in conformity with the original approval by the State Department of Social Welfare prior to the effective date of these regulations.

.3 Requests for Exceptions

It shall be the responsibility of the applicant county to fully support exceptions requested under subparagraphs (a) and (b) above.

.4 Continuing Claims for Reimbursement

Approval to claim reimbursement for existing welfare space costs, granted prior to the effective date of these regulations, is continued pending notification of a county that specific welfare office space fails to meet the standards established by these regulations.

.5 Notice to Counties of Deficiencies

If the inspection discloses deficiencies or departures from standards, State Department of Social Welfare shall notify the county concerned in writing. The notice shall describe in detail the nature of the deficiency and corrective action recommended.

24-035 ADMINISTRATIVE SANCTIONS - EXISTING SPACE		24-035
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Ninety days after issuance of written notice by State Department of Social Welfare that specified welfare space is not in conformity with standards, and in the absence of indications that the county concerned is proceeding as evidenced by the submission of a written plan to make the necessary corrections, all applicable federal and/or state reimbursement for building costs may be suspended.

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24-035

BUILDING REGULATIONS

Regulations

24-035 ADMINISTRATIVE SANCTIONS - EXISTING SPACE (Continued) 24-035

Such reimbursement shall not be resumed until an acceptable plan for the correction of noted deficiencies has been submitted by the county, approved by the State Department of Social Welfare, and a conditional Certificate of Conformance issued.

24-041 PROPOSALS FOR ADDITIONAL OR IMPROVED WELFARE SPACE 24-041

- .1 Counties shall notify SDSW of intention to acquire additional or improved welfare office space, at that point in its planning where a firm decision has been reached to proceed. This point will usually be reached when schematic or preliminary plans have been prepared, and the general area within the county where the additional or improved space is to be located has been determined. In no event shall counties adopt final plans or enter into financial commitments prior to notification to SDSW.
- .2 Upon notification as above, SDSW will provide consultation and assistance in developing an acceptable plan for the acquisition of additional or improved office space, and will within thirty (30) days, advise as to federal financial participation in the costs thereof.
- .3 SDSW shall within thirty days, review submitted plans and related data, and if found to be acceptable, will so notify the county in writing. The county may then proceed to acquire or improve the required space in accordance with the approved plan.
- .4 If upon review, SDSW finds the proposal unacceptable, the county will be so notified in writing within 30 days, specifying the reasons for disapproval. Thereafter SDSW will provide consultation and assistance as necessary to correct noted deficiencies and bring the plan into substantial conformity with standards.

24-045 FINAL APPROVAL AND CERTIFICATION 24-045

- .1 Upon notification that new or improved welfare office space is ready for occupancy, SDSW will make a prompt determination as to whether the space in question is in substantial agreement with previously approved plans. If the space is found to be in substantial agreement, a Certificate of Conformance will be issued covering the following three year period from date of issuance, any lesser period of time which may be indicated, or until cancelled by SDSW. The Certificate of Conformance may also include such other limitations or conditions as may be necessary. (Maximum number of employees to be housed in the premises, etc.)

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Regulations	BUILDING REGULATIONS	24-045
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24-045 FINAL APPROVAL AND CERTIFICATION (Continued)	24-045
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- .2 If major deviations from previously approved plans are found to have occurred, SDSW will promptly and specifically notify the county of such deviations, the action necessary for correction, and will provide consultation and assistance in securing necessary corrective action.

24-051 REIMBURSEMENT - ADDITIONAL OR IMPROVED SPACE	24-051
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No claiming will be initiated for reimbursement of costs of additional or improved welfare office space until after the completed work has been certified. The approval of plans constitutes only a provisional commitment to issue a "Certificate of Conformance" subject to the proviso that the proposed space is in agreement with the approved plan. If not completed according to approved plans, changes to accomplish compliance must be made before the space may be certified and permission to claim granted.

24-101 BUILDING STANDARDS	24-101
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- .1 The prescribed standards set forth in these regulations are minimum standards.
- .2 The cost for achieving these objectives shall be reasonable and in keeping with comparable county buildings and offices.

24-103 GENERAL SPACE STANDARDS	24-103
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- .1 Welfare office space, existing, additional or improved, shall be comparable, in quantity and quality, to that provided for other county departments under county office space standards, established by competent authority, equally applicable to all county departments and offices, adapted or modified as necessary to meet the specific requirements of welfare administration, (reception and waiting areas, public rest rooms, privacy during interviews, etc.).
- .2 Counties electing to apply for approval of welfare office space under subsection .1 above, shall submit a copy of such county office space standards to the State Department of Social Welfare. If, after review, such standards are found to be acceptable, the county will be so notified. In the event that such county standards are not found to be acceptable, the county will be notified of the specific portions or sections which are not acceptable and the reasons therefore.

Following approval of county office space standards by SDSW, subsequent applications for approval of welfare office space will be approved or disapproved on the basis of substantial conformity with such approved county standards.

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 24-103 BUILDING REGULATIONS Regulations

24-103 GENERAL SPACE STANDARDS (Continued) 24-103

Welfare office space in those counties which have not adopted or established county office space standards, equally applicable on a county wide basis, shall be in substantial compliance with the general and specific requirements established by these regulations.

- .3 For overall planning purposes and as a basis for rough cost estimates, 125 to 175 gross square feet of floor area per employee is recommended. Smaller offices, (those planned for fifty or fewer employees) will require a proportionately greater ratio of gross to net area in order to provide for adequate reception and waiting areas, corridors, stairways and elevators, mechanical equipment rooms, etc., than will larger offices. The gross area, including all necessary service areas, etc. shall be sufficient to provide the net working area per employee, and for other purposes, as specified in Sections 24-125 through 24-127 inclusive, of these standards.

24-105 IDENTIFICATION 24-105

The welfare office shall be well marked and clearly identifiable.

24-107 WELFARE OFFICE SITE 24-107

- .1 The welfare office shall be situated to provide easy access especially for the aged and the infirm. Steep or extended grades, ramps or long stairways are to be avoided to the extent possible.
- .2 Elevators shall be provided for the convenience of the public and employees, particularly the handicapped or disabled, and for the movement of furniture, equipment, and other heavy objects, where offices are located in a multiple story building. An exception to this requirement may be allowed with respect to buildings designed for not more than two stories, provided; that there is an acceptable plan for utilization which will permit the free movement of handicapped and disabled persons, and for the movement of furniture, equipment, and other heavy objects.

24-109 HEATING AND VENTILATING 24-109

An adequate heating and ventilating system adapted to the local climate and to the type of building and its occupancy shall be provided.

24-111 LIGHTING 24-111

An adequate lighting system, properly designed and installed, shall be provided.

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Regulations	BUILDING REGULATIONS	24-113
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24-113 ACCOUSTICAL TREATMENT		24-113
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Excessively noisy equipment (key punches, graphotypes, etc.) or operations (large typing pools, etc.), shall be adequately insulated to prevent or suppress sound transmission.

24-115 BUILDING MAINTENANCE		24-115
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Building interiors and exteriors as well as surrounding grounds shall be maintained in keeping with safeguards to health, and safety.

24-117 CONFORMANCE WITH LAWS AND CODES		24-117
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Welfare office space shall conform to all applicable local zoning, building, health, and safety ordinances and all other such regulations.

24-123 RECEPTION AND WAITING AREA LAYOUT		24-123
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- .1 The public contact area shall be directly accessible from the main entrance to the welfare office.
- .2 Waiting areas for the public should be located away from the main thoroughfares of office traffic and should not be easily visible from outside the building.
- .3 A floor area sufficient to avoid congestion shall be provided in front of the reception counter.
- .4 The receptionist shall be located directly in view of both the public entrance and the waiting room.
- .5 The public areas (reception area, waiting room, interview booths and rest room facilities) shall be so located that the public may be promptly served and move freely between these areas without passing through or looking into the general work areas of the office.
- .6 Adequate and appropriate seating and space shall be provided for the waiting area.
- .7 Facilities shall be adequate to provide for normal daily and seasonal loads.
- .8 Public rest rooms for men and women and a public drinking fountain readily accessible from the waiting area and independent of employee facilities shall be provided. Rest rooms shall provide necessary facilities for use by elderly or handicapped persons.

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 24-123 BUILDING REGULATIONS Regulations

24-123 RECEPTION AND WAITING AREA LAYOUT (Continued) 24-123

- .9 An area for children should be provided. This area should be located so that it is possible to have a direct line of vision of the parents in the waiting area.

24-125 WORK STATION REQUIREMENTS 24-125

Each regular employee shall have a regularly assigned work station which shall be equipped as necessary for the operations or functions performed, except that a single work station may be shared by two or more non-social worker employees, assigned to different shifts or work periods. Each work station shall have sufficient and appropriate space for: (a) the necessary furniture and equipment; (b) the assigned worker; and (c) easy access to the station and equipment for work, maintenance, and repairs.

Other arrangements may be appropriate for employees in special aid classifications whose work is essentially field oriented.

24-127 OFFICE AREAS 24-127

- .1 Social workers shall be so housed as to: (a) promote effective and efficient functioning; (b) permit the degree of mental concentration necessary to the type of work performed; (c) minimize the distractions and disturbances created by sound, visual contact, excessive movement and office traffic, and other distracting influences inherent in large open office areas.
- .2 A maximum of thirty (30) non-supervisory social workers shall be located in any enclosed area. Partitioning or other separation of such enclosed areas may be less than ceiling height, but shall be such as to provide reasonable sound, visual and traffic barriers.
- .3 Office space assigned for clerical functions shall meet the same general requirements (as specified in subparagraph .1 above) as that for social work staff; i.e. avoidance of distracting influences to the greatest possible extent. Clerical work space shall be appropriate to the functions performed. The use of files or other furniture or equipment to separate groups of clerical workers is permissible.
- .4 Within any enclosed office area, an average area of fifty-five (55) square feet per employee shall be provided.
- .5 Each work station centered at a desk or table in an open office area shall have a minimum area consisting of the area occupied by the desk or table plus an area three feet deep and as wide as the desk or table for seating the occupant.

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Regulations	BUILDING REGULATIONS	24-127
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24-127 OFFICE AREAS (Continued)	24-127
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- .6 At least one side of the occupant space at each work station shall be adjacent to an access aisle with a minimum width of three feet.
- .7 Additional space shall be provided as necessary, for equipment and furniture, (other than desk and seating area), necessary to the function performed at the work station.

24-129 PRIVATE OFFICES	24-129
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- .1 Work stations where first-line social work and higher supervisory functions are performed require privacy. The size of the private offices shall be determined based on the function, but the minimum square footage shall not be less than 80 square feet.
- .2 The first-line social work supervisor's office should be located in proximity to the unit which he supervises.
- .3 Private offices for first-line clerical supervisors, (senior clerks, etc.) are not required. Higher level clerical supervisors, and clerks performing specialized functions requiring mental concentration and freedom from interruption (statistical clerks, etc.) should be provided private offices as required for effective performance of the assigned function.

24-131 INTERVIEW BOOTHS	24-131
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Separate interview booths, sufficient in number to accommodate normal loads, shall be provided. Booths shall be so constructed as to provide privacy of the interview. The size of the interview booths will depend upon the type of furniture to be placed in the booth, but the minimum square footage shall not be less than 64 square feet. In addition, a sufficient number of larger interview rooms shall be provided for group interviews (family members, interpreters, etc.).

24-133 DICTATION BOOTHS	24-133
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Separate isolation booths for dictation are not recommended.

24-135 VISITOR'S WORK SPACE	24-135
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Table work space shall be provided for working visitors in central administrative offices or offices where working visitors normally need temporary work space. Such work space shall be in addition to the designated work stations of employees.

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24-137 BUILDING REGULATIONS Regulations

24-137 OTHER WORK STATIONS 24-137

Sufficient space shall be provided for other work stations (such as those related to copy machines, mail handling equipment, etc.).

24-139 AISLES AND CORRIDORS 24-139

- .1 Aisles and corridors shall permit free movement of persons and equipment.
- .2 Plans for welfare office space shall include adequate aisles and corridors.
- .3 Aisles and corridors shall not be used as a work area or for storage of equipment, files, etc.

24-141 CONFERENCE ROOMS 24-141

- .1 Conference rooms shall be provided as required by the size of the welfare department. The size of the rooms and equipment needed will depend on the nature of the conferences, their average duration, and the number of conferees to be accommodated. Approximately 10 to 15 square feet per person will generally be required.
- .2 Conference rooms shall be acoustically treated so that noise from the conference will not be disruptive to the surrounding work areas. Conference room partitions shall be ceiling height.

24-143 REST ROOMS 24-143

- .1 Adequate rest rooms for men and women employees shall be provided and shall be so identified.
- .2 Women's toilet and rest rooms shall be so marked and the number of toilets required shall be as specified by California Division of Industrial Relations standards.

24-145 STORAGE AREAS 24-145

- .1 A central store room of adequate size for supplies, stationery, forms, surplus equipment, etc., shall be provided.
- .2 Adequate storage for employees' outer garments shall be provided.

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Regulations BUILDING REGULATIONS 24-147

24-147 BUILDING EQUIPMENT AREAS 24-147

Adequate space shall be provided for all building equipment needs such as space for heating and cooling equipment, electrical control panels, communications equipment, etc.

24-149 PARKING FACILITIES 24-149

Parking facilities shall be provided that will meet the requirements of either local ordinances or Sections .2 and .3 below, whichever regulation has the higher requirement.

- .1 Adequate parking facilities for official vehicles and for employee-owned vehicles used on official business shall be provided in reasonable proximity to welfare offices.

.2 (Alternate 1)

The provision of parking facilities for employees and the public shall be conditioned by factors including, but not limited to, availability of public transportation, travel distances involved, availability of other parking facilities in the vicinity of the welfare office and local management policies and custom.

.3 (Alternate 2)

Parking facilities for the public shall be provided if all three of the following conditions exist: (1) public transportation facilities are not available; (2) travel distances preclude walking; and (3) other parking facilities are unavailable or inadequate. Parking facilities for employees shall be provided in a manner consistent with policy established for other agencies and offices in the county concerned.

24-151 TEMPORARY OR SPECIAL-PURPOSE SPACE 24-151

- .1 Temporary space, planned for occupancy for normal welfare functions for a period not to exceed three years, may be exempted from the provisions of these regulations. The county shall, however, submit office layout plans and a statement as to the necessity and purpose of such temporary occupancy to SDSW prior to actual occupancy.

A further extension of not more than two years may be granted by the State Director of Social Welfare, upon a showing by the applicant county, that additional time is required because of circumstances or events, not reasonably foreseeable, or within the control of the county.

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 24-151 BUILDING REGULATIONS Regulations

24-151 TEMPORARY OR SPECIAL-PURPOSE SPACE (Continued) 24-151

- .2 Space used for special purposes, such as experimental or demonstration projects, may be exempted from the provisions of these regulations for a period not to exceed the life of the project or demonstration.
- .3 Space occupied by welfare agency employees in conjunction with staff of other public and/or private social service agencies (State Service Centers, Community Social Service Agencies, etc.), may be exempted from the provisions of these regulations.
- .4 The application and enforcement of these regulations may be suspended during periods of temporary disarrangement due to unforeseen workloads, abnormal staff increases due to federal or state legislation or regulations, or other circumstances or events beyond the reasonable control of the county.
- .5 Space exempted from the provisions of these regulations under subparagraphs (.1), (.2), (.3) and (.4) above, shall conform to all applicable local health, fire, safety and other such regulations.

24-153 SPECIAL ADOPTION UNIT REQUIREMENTS 24-153

- .1 The Adoption Unit shall be provided with a separate reception area and waiting area when the operations are carried on in the same building with other welfare programs.
- .2 Separate waiting rooms for adoptive parents and for natural parents shall be provided.
- .3 A play and viewing room shall be provided when extensive child placing activities are conducted.
- .4 Storage space shall be provided for to store equipment and furnishings needed to carry out the activities of an adoptions unit.
- .5 An exception to the above requirements for adoption services may be made for those licensed public adoption agencies which average less than 10 relinquishments and 10 placements per month, provided adequate provisions are made for assuring the privacy of the parties to the adoption and the confidentiality of the process.

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WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

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DEC 1 - 1967

Office of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.2)

DEC 1 - 1967

Office of Administrative Procedure

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Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

Dated: November 30, 1967
(Agency)By: John C. H. [Signature]

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

DEC 1 - 1967

At 12:40 o'clock P.M.

FRANK M. JOHNSON, Secretary of State

By: [Signature]
Assistant Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

42-413 COUNTY AND RECIPIENT RESPONSIBILITY IN RELATION TO ABSENCE
FROM A COMMUNITY WORK-TRAINING PROJECT

42-413

AFDC .1 Reporting Absence

All parents assigned to Community Work-Training projects shall be informed of the following in writing:

- Their responsibility to request advance approval of expected absence and to report promptly unavoidable absences;
- The name and telephone number of the person to whom report is to be made; and
- The penalties that may be invoked for unexcused absences.

Interpretation - If the parent reports an absence to the project supervisor, the supervisor should relay the information to the welfare department, and vice versa. If a parent is absent more than one day and no report is received, arrangements should be made for a prompt contact by the social worker with the family to determine and evaluate the reason for absence.

- If the reason for absence indicates problems for which help of the county is appropriate and needed, such help should be offered and given to the family without delay to enable continuation of the plan for self-support to the maximum extent feasible.*

.2 Criteria for Excusing Temporary Absence, Discontinuing Assignment, or Changing Assignment

- The assignment has proved to be beyond the physical or mental capacity of the parent.
- The parent genuinely misunderstood instructions.
- The parent was temporarily ill and unable to report for work.
- There was a breakdown in transportation arrangements, either of a temporary nature or one which required making new arrangements, which left the parent with no means to get to the project.
- A member of the family was ill and needed care for which other arrangements could not be made.
- There was a breakdown in child care arrangements which left the children without supervision.

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42-413 COUNTY AND RECIPIENT RESPONSIBILITY IN RELATION TO ABSENCE
 FROM A COMMUNITY WORK-TRAINING PROJECT (Continued)

42-413

AFDC

- g. The parent was making an essential contact with the welfare department, the district attorney, a medical or dental facility, an employer, an employment agency, or another individual or agency for a valid purpose.
- h. Other emergency which, in the judgment of the welfare department, provides a reasonable basis for excusing a temporary absence.

Interpretation - If there are numerous absences which individually are excusable, there may be need for the caseworker to assist the parent to minimize the interruptions in participation in the project or there may be need to change the assignment or to change the plan for self-support.

.3 Penalties for Unexcused Absence

Assessment of the reason for absence and the family situation shall be made by the social worker, with consultation provided by the Community Work-Training program staff as appropriate.

When it is determined by the social worker that an unexcused absence of a parent from an assigned project does not meet criteria set forth in the preceding section, the appropriate penalty, or combination of penalties a, b, or c, shall be applied. The penalty for the first unexcused absence is limited to a, b, or c. If unexcused absence is repeated in spite of the application of a lesser penalty or penalties, aid may be discontinued. The application of a penalty in each instance (a) shall be that deemed appropriate with respect to the objectives of the individual plan of self-support and the circumstances of the case, and (b) shall be accompanied by an oral and a written warning regarding the penalty or penalties to which the parent will be subject if there is further unexcused absence.

The penalties for unexcused absence are:

- a. A formal warning only.
- b. A requirement that the parent make up the time lost due to unexcused absence, when arrangements are possible.
- c. A reduction in the aid payment by the amount equal to the number of hours of unexcused absence, multiplied by the hourly rate set for the individual (see Department Bulletin 636, Item V B.4 and Section 44-315.511).
- d. Discontinuance of aid.

Interpretation

The express language of W&IC 11307 limits application of this Section to parents and to Community Work-Training projects. Therefore -

A. Voluntary Assignments

Persons who voluntarily accept assignments to Community Work-Training projects (see Department Bulletin 636 VII C.) are not subject to these penalties. However, if participation is so irregular as to be disrupting to the project, assignment may be changed or discontinued.

Effective 1/1/68

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WITH THE SECRETARY OF STATE
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42-413 COUNTY AND RECIPIENT RESPONSIBILITY IN RELATION TO ABSENCE
FROM A COMMUNITY WORK-TRAINING PROJECT (Continued)

42-413

B. Organized Group Instruction

As no "hourly rate" is attributed to organized courses of vocational or remedial education programs under the Community Work-Training Program, the penalty of grant reduction (i.e., penalty c) cannot be applied.

If the parent assigned to such a course attends irregularly for reasons that do not meet the criteria in Section 42.413.2 and is not therefore progressing in accordance with his or her ability because of unexcused absence, the other penalties (i.e., penalties a, b or d) may be applied in accordance with the rule set forth above.

C. Other Work or Training Programs

Absences of parents from other programs of rehabilitation and training, such as MDTA, Vocational Rehabilitation Training, apprenticeship training, and the like are not governed by this regulation because the law limits application of the penalties to parents participating in community work-training projects. These other programs have provision for applying a penalty comparable to a, b or c above if there is unexcused absence. If the parent is dropped from such other program, policy requires re-evaluation of the plan for self-support (Section 45-127.2) and assessment of the reasons for refusal to participate in an assigned activity (Sections 42-409 and 42-411).

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44-315 (Cont.)

AID PAYMENTS

Regulations

44-315 AMOUNT OF AID (Continued)

44-315

AFDC | .14 A new AFDC cost schedule is issued (In family group cases);

.15 When verification of pregnancy is received;

.16 The unborn child is born;

.17 A child enters another age group.

.18 A deduction for unexcused absence from a Community Work-Training Project is made in accordance with Section 42-413.

AB | .2 Determining Amount of Aid - Adult Programs

ATD
OAS

The amount of aid is determined by:

AB | .21 Subtracting the current nonexempt income from total need or from the statu-
OAS | tory maximum for the program, whichever is less. (If an applicant or recip-
ient is eligible for aid under either AB or APSB, he shall be granted aid
under that program which is of greater advantage to him as measured by the
amount of aid which he would receive.)

ATD | .22 Subtracting the current nonexempt income from those needs which are known to
exist subject to the limitations as set forth in the need chapter and then
adjusting the amount to the nearer whole dollar. However, when the last two
figures of the total aid payment end in an even amount of 50¢, the exact
amount shall be paid.

AB | .3 Attendant Care and Statutory Maximum

OAS

.31 Need Exceeds Statutory Maximum Because of Need for Attendant Services
(W&IC Section 12152 and 12652.)

If a recipient's total need for a month exceeds the statutory maximum for the appropriate program, as set forth in Section 44-311, solely because of his need for attendant services, his grant is determined by deducting his nonexempt income from his total need.

.32 Need Exceeds Statutory Maximum Because of Needs Other than Attendant Services but Recipient Also Has Need for Attendant Services

If a recipient's monthly need, exclusive of attendant services, exceeds the statutory maximum and he also has need for attendant services, his recognizable need for grant authorization purposes is determined by adding the need allowance for attendant services to the statutory maximum. His grant is then determined by deducting his nonexempt income from the recognizable need so determined. The nonattendant service need in excess of statutory maximum may be met from county supplementation and/or voluntary contributions within the limitations specified in Section 44-111.42.

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 (Pursuant to Government Code Section 11380.1)

Regulations

AID PAYMENTS

44-315 (Cont.)

44-315 AMOUNT OF AID (Continued)

44-315

.4 Reporting Time of Change of Needs and Circumstances

AB
 ATD
 OAS

.41 In determining the amount of the aid payment for a particular month, all nonexempt income and those needs which existed and were reported within 90 days after the date on which the need occurred, regardless of payment plan (cash or installment) are considered.

.411 If special circumstances such as the recipient's physical or mental incapacity make it unreasonable to expect he could have reported changes in his need within 90 days, or if he was not informed or was misinformed with respect to his reporting responsibility, any increase in his need is to be reflected in the aid payment for the months in which it existed, provided it was reported as soon as could reasonably be expected.

.412 A special need item reported within the specified time limitations may be considered in the aid payment starting in the month following that in which it is reported, rather than the month the need occurred, provided this plan does not disadvantage the recipient. (See Determination of Need chapter.)

AB
 OAS

.42 When a recipient reports a bona fide special need, and has no leeway in his grant, it would be consistent with the code and with federal requirements to include a special need allowance starting as soon as possible but usually not later than the month following the expiration of the 90-day reporting limitation.

AFDC | .5 Determining Amount of Aid and Method of Computing Payment

.51 Child Living with Parent or Relative

The amount of aid is determined by first subtracting the family's nonexempt income from total need determined in accord with the Need chapter. The amount of the AFDC payment is the budget deficit, so determined and rounded to the nearest dollar, or the Maximum State Participation Base (see Section 44-313) whichever is less. When the Maximum State Participation Base is less than the budget deficit, the difference may be met by county supplementation.

.511 Deduction for Unexcused Absence from Community Work-Training Project

When decision is made in accordance with Section 42-413 that the penalty for the parent's unexcused absence from a Community Work-Training Project shall be by deduction from the aid payment, such deduction is made from the aid payment the family would otherwise receive for the next month. (See Section 44-325.425.)

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FACE SHEET
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Office of Administrative Procedure

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APPROVED FOR FILING
(GOV. CODE 11380.1)

JAN 24 1968

Office of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: January 22, 1968

By: John C. Montgomery

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

JAN 24 1968

At 4:05 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By: W. H. Sullivan
Assistant Secretary of State

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In the Matter of a Demonstration in the)
Development and Use of Non-social Super-)
vision of the Eligibility and Grant)
Determination Function in the Revised)
Old Age Security Program)

ORDER

I

The State Department of Social Welfare proposes to conduct an experimental project, in and jointly with no more than ten counties, which will test the feasibility of developing and using non-social work supervision of the eligibility and grant determination function in the revised Old Age Security Program. Department Bulletin 651, "Revision of Old Age Security Administration" requires the separation of the eligibility and grant determination function from the social services function and requires social work supervision of both. Federal requirements permit the utilization of non-social work staff in the supervision of the eligibility and grant function; the project proposal will develop and test modified administrative and supervisory procedures in the use of non-social work staff for this function.

II

In order to conduct and administer the project, it is necessary to waive the enforcement of certain regulations governing the public assistance program of Old Age Security for a period not to exceed two years.

III

For the purpose of this project and pursuant to Section 18204 of the Welfare and Institutions Code, I hereby waive the operation of the following regulations effective February 1, 1968, but only in the manner and to the degree required by the nature of the project.

DEPARTMENT BULLETIN 651: REVISION OF OLD AGE SECURITY ADMINISTRATION

Eligibility and Grant

4.34 Supervision

Regulation is modified to allow the development and use of a non-social work classification for supervision of the eligibility and grant determination function.

John C. Montgomery
Director

Date: January 22, 1968

Effective February 1, 1968

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

LEGAL NOTICE

PROPOSED DEMONSTRATION PROJECT IN THE DEVELOPMENT AND USE OF NON-SOCIAL WORK
SUPERVISION OF THE ELIGIBILITY AND GRANT DETERMINATION FUNCTION IN THE
REVISED OLD AGE SECURITY PROGRAM

The State Department of Social Welfare, in cooperation with no more than ten counties, will carry on a demonstration project for a period not to exceed two years and to begin on or about February 1, 1968, to test the feasibility of developing and using non-social work supervision of the eligibility and grant determination function in the revised Old Age Security Program. Department Bulletin 651 "Revision of Old Age Security Demonstration" requires the separation of the eligibility and grant determination function from the social services function and requires social work supervision of both. Federal requirements permit the utilization of non-social work staff in the supervision of the eligibility and grant determination function; the project proposal will develop and test modified administrative and supervisory procedures in the use of non-social work staff for this function.

For the purpose of this project and pursuant to Section 18204 of the Welfare and Institutions Code the following regulation is modified:

Department Bulletin 651: "Revision of Old Age Security Demonstration"

4.34 Supervision of Eligibility and Grant Function

There will be no additional costs as a result of this project.

John C. Montgomery, Director
State Department of Social Welfare

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JAN 24 1968

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)

Dated: January 18, 1968

By: *John C. [Signature]*

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

JAN 24 1968

At 4:05 P.M.

FRANK W. [Signature] DAN, Secretary of State

By: *[Signature]*

Assistant Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

- (1) Repeals Dept. Bulletin 633 (Rev.) Release of Confidential Information by the Department of Employment to County Welfare Departments, and Operations Sections 1.0250 through 3.6013, and
- (2) Adopts recodified Sections as follows:

DIVISION 56 COMPLEMENTARY SOCIAL SERVICES
CHAPTER 56-050 COMMUNITY RESOURCES AND PLANNING

56-051 COMMUNITY RESOURCES AND PLANNING - GENERAL

56-051

Essential to the development of community resources are the activities of the welfare director and designated staff which provide leadership and participation with other community organizations and interested citizens in the development and extension of a broad range of resources and facilities to meet the social and economic needs of the community. Specifically, the county welfare director shall:

- a. Make known to the community the needs of public assistance applicants and recipients and other low-income groups for identified community resources.
- b. Stimulate and participate in community action to develop resources and services for needy families and individuals.
- c. Participate in joint planning with other agencies and groups toward meeting the needs of public assistance applicants and recipients and other low-income groups.
- d. Cooperate in the development and maintenance of adequate standards of other community resources which serve low-income groups.

56-053 COORDINATION WITH STATE AND LOCAL AGENCIES

56-053

Coordination shall be effected with state and local agencies to assure the maximum development and utilization of programs. County welfare departments shall work out arrangements with the local counterparts of other agencies on the methods of identification, referral, and coordination of efforts to make needed services in fact available to public assistance clients. These arrangements must be in accord with the written agreements, if any, between State Department of Social Welfare and other state agencies.

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
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 (Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES COMPLEMENTARY SERVICES	56-101 (Cont.)
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56-055 ADMINISTRATIVE DIRECTION AND PLANNING 56-055

Administrative direction and planning shall assure the maximum utilization of voluntary agencies providing similar or related services appropriate to the need of the client, such as: (1) specialized family and child welfare services; (2) agencies serving unmarried parents or providing marital counseling; (3) mental and child health resources; (4) day care and institutions for adults and children; (5) community homemaker agencies; and (6) educational, legal, recreational, and religious community resources.

56-057 COMMUNITY RESOURCES FILE 56-057

A current file of community resources available for the utilization in case planning shall be accessible to staff. Referral practices shall be formalized and disseminated to staff so that necessary community resources can be brought to bear for the benefit of the client.

CHAPTER 56-100 COMPLEMENTARY SERVICES

56-101 COMPLEMENTARY SERVICES - GENERAL 56-101

Complementary services are those which support and supplement the attainment of basic social service goals. Complementary services provide specialized help through the use of specialists from other fields in collaboration with social service staff and help clients improve, restore, or retain capacities for personal and social functioning.

The county welfare department shall define: (1) the nature and purpose of the complementary service, and (2) the persons or groups of persons to be served.

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CONTINUATION SHEET
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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

56-101 (Cont.)	COMPLEMENTARY SOCIAL SERVICES VOLUNTEER SERVICES	Regulations
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56-101 COMPLEMENTARY SERVICES - GENERAL (Continued)

56-101

.1 Volunteer Services

Volunteer services in public welfare departments are those services provided by individuals who, under the direction and supervision of paid staff, donate time, skills, and service without compensation. Volunteer services are provided through direct services to the clients or through services to the public welfare department as a whole to:

- .11 Supplement the services performed by employed staff, and
- .12 Increase the effectiveness of the department through a broadened understanding of its purpose and services and through the utilization of special skills that could not be duplicated within the staff.

The county welfare department shall establish the volunteer services program as an administrative unit in the agency, with the staff member administratively responsible for the volunteer program designated in the agency's plan.

.2 Homemaker Service

Homemaker services provide direct services to families and individuals in their own homes for the purpose of maintaining, preserving and/or creating wholesome family living in periods of stress or for the improvement of parental functioning. The use of this service is based upon a social diagnosis and when indicated, a medical diagnosis. It may be for only a few hours at stated intervals. Homemaker service provides mature, specially trained homemakers who work in the home under the direction and supervision of professional social work staff of the agency.

Homemaker Service:

- .21 Is distinguished from domestic service, health aides, providers of attendant care.
- .22 Is directed or supervised by professionally trained social work staff or by other staff with training and experience in homemaker service.
- .23 Provides selective methods for employing homemakers, application of health standards in the selection of homemakers, and training of homemakers.

The county welfare department shall establish the Homemaker Service program as an administrative unit in the agency, with the staff member administratively responsible for the homemaker program designated in the agency's plan.

CALIFORNIA-SDSW-SS

Issue 3

Effective 4/1/66
Recodified 2/1/68

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES	56-113
	VOLUNTEER SERVICES	

CHAPTER 56-110 VOLUNTEER SERVICES

56-111 VOLUNTEER SERVICES - GENERAL 56-111

The county welfare department may establish programs for the utilization of volunteer services to assist in performing services and other duties for the county public social services. Pursuant to Sections 10553, 10616, and 10810 of the W&IC, the county department's plan for a volunteer services program shall be subject to the approval in writing of the State Department of Social Welfare and shall meet the requirements as set forth herein. Notwithstanding the approval of the State Department of Social Welfare, the county department's plan shall not become effective until approved by a resolution adopted by the county board of supervisors.

56-113 DEFINITION AND PURPOSE - VOLUNTEER SERVICES 56-113

Volunteer services in public welfare departments are those services provided by individuals who, under the direction and supervision of paid staff, donate time, skills and service without compensation. Volunteer services are provided through direct services to the clients or through services to the public welfare department as a whole to

- .1 supplement the services performed by employed staff, and
- .2 increase the effectiveness of the department through a broadened understanding of its purpose and services and through the utilization of special skills that could not be duplicated within the staff.

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CALIFORNIA-SDSW-SS	Issue 4	Effective 4/1/66 Recodified 2/1/68
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CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
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 (Pursuant to Government Code Section 11380.1)

56-115

COMPLEMENTARY SOCIAL SERVICES
 VOLUNTEER SERVICES

Regulations

56-115 REQUIREMENTS FOR A VOLUNTEER SERVICES PROGRAM

56-115

In establishing a volunteer services program, the county department shall:

- .1 Establish administrative standards and policies in writing which
 - .11 assure that volunteer services are used to supplement and not to substitute for services of employed staff;
 - .12 establish the volunteer services program as an administrative unit in the agency, with the staff member administratively responsible for the volunteer program designated in the agency's plan;
 - .13 provide safeguards which maintain confidentiality, protect the client's right to privacy in his relationship with the agency, and assure that the client maintains the right of decision on matters affecting himself and his family;
 - .14 integrate the volunteer services program with the total program of the agency;
 - .15 provide for the progressive expansion of the agency's volunteer services program based on areas of client need in relation to volunteer services presently and potentially available in the agency and the community;
 - .16 provide for periodic supervisory review and evaluation of the need for and suitability of the volunteer service in each case in which direct services are being provided by volunteers.

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CALIFORNIA-SDSW-SS

Issue 5

Effective 4/1/66
 Recodified 2/1/68

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES	56-115 (Cont.)
	VOLUNTEER SERVICES	

56-115 REQUIREMENTS FOR A VOLUNTEER SERVICES PROGRAM (Continued) 56-115

- .2 Define the nature and purpose of the services to be provided by volunteers
- .21 in utilizing volunteers to provide direct services to clients, the county department shall identify the persons or groups to be served, determine the services needed by these clients to complement and augment the help provided by casework staff, and define the direct services to be provided by volunteers. Direct services provided by volunteers with respect to clients requiring services are Complementary Services and the administrative cost of these services is reimbursable at 75%
- .22 in utilizing volunteers to serve the county department as a whole, the county department shall define the areas of volunteer services in relation to the purpose and program of the agency. Some of the services provided by volunteers to the county department as a whole are Community Planning Activities and the administrative cost of these services is reimbursable at 75%.

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CALIFORNIA-SDSW- SS	Issue 6	Effective 4/1/66
		Recodified 2/1/68

CONTINUATION SHEET
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 (Pursuant to Government Code Section 11380.1)

56-115 (Cont.)	COMPLEMENTARY SOCIAL SERVICES VOLUNTEER SERVICES	Regulations
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56-115 REQUIREMENTS FOR A VOLUNTEER SERVICES PROGRAM (Continued) 56-115

- .3 Develop policies and plans for the recruitment, training, supervision and evaluation of volunteers which include
 - .31 a statement of the purpose and objectives of volunteer services in the county welfare department;
 - .32 clear statements describing the tasks which volunteers are expected to perform, the general qualifications for all volunteers, and additional qualifications needed for specific volunteer services;
 - .33 guides for the selection and placement of volunteers;
 - .34 an orientation and training program which acquaints all volunteers with the agency's purpose, structure, program, and method of work; provides necessary and appropriate training for the specific tasks to be performed by volunteers; and provides continuing training programs to enhance the depth and scope of the volunteer's knowledge, competence, and usefulness to the department;
 - .35 definition of the nature and extent of supervision to be provided for volunteers and procedures for individualizing the supervisory process for each volunteer in relation to the nature of the work he is required to do;
 - .36 standards for evaluating the performance of volunteers and provision for periodic written evaluations or progress reports based on those standards;
 - .37 standards and procedures for reassigning volunteers and for implementing the county department's authority and responsibility to terminate the services of a volunteer when necessary;
 - .38 provision for recognition of volunteers' services in ways appropriate to the agency and the community.

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CALIFORNIA-SDSW-SS	Issue 7	Effective 4/1/66 Recodified 2/1/68
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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES HOMEMAKER SERVICES	56-123
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CHAPTER 56-120 HOMEMAKER SERVICES

56-121 HOMEMAKER SERVICES - GENERAL 56-121

The county welfare department may establish Homemaker programs as complementary services to assist in carrying out the public social services for welfare department clients.

The county welfare department's plan for a homemaker services program shall be subject to written approval of the State Department of Social Welfare and shall meet State Department of Social Welfare regulatory requirements.

56-123 DEFINITION AND PURPOSE - HOMEMAKER SERVICES 56-123

Homemaker services provide direct services to families and individuals in their own homes for the purpose of maintaining, preserving and/or creating wholesome family living in periods of stress or for the improvement of parental functioning. The use of this service is based upon a social diagnosis and when indicated, a medical diagnosis. It may be for only a few hours at stated intervals. Homemaker service provides mature, specially trained homemakers who work in the home under the direction and supervision of professional social work staff of the agency.

.1 Homemaker service:

- .11 Is distinguished from domestic service, health aides, providers of attendant care.
- .12 Is directed or supervised by professionally trained social work staff or by other staff with training and experience in homemaker service.
- .13 Provides selective methods for employing homemakers, application of health standards in the selection of homemakers, and training of homemakers.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
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56-125	COMPLEMENTARY SOCIAL SERVICES HOMEMAKER SERVICES	Regulations
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56-125	REQUIREMENTS FOR A HOMEMAKER SERVICES PROGRAM	56-125
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In establishing a homemaker services program, the county department shall:

- .1 Establish administrative standards and policies in writing which
 - .11 assure that homemaker services are used as a result of a social plan and do not substitute for services of social work staff;
 - .12 establish the homemaker services program as an administrative unit in the agency, with the staff member administratively responsible for the homemaker program designated in the agency's plan;
 - .13 provide safeguards which maintain confidentiality, protect the client's right to privacy in his relationship with the agency, and assure that the client maintains the right of decision on matters affecting himself and his family;
 - .14 integrate the homemaker services program with the total program of the agency;
 - .15 provide for the progressive expansion of the agency's homemaker services program based on areas of client need in relation to homemaker services presently and potentially available;
 - .16 provide for periodic review and evaluation of the need for and suitability of the homemaker service in each case in which direct services are being provided by homemakers.
- .2 Define the nature and purpose of the services to be provided by homemakers.
 - .21 In utilizing homemakers to provide direct services to clients, the county department shall identify the persons or groups to be served in its county, determine the services needed by these clients to complement and augment the help provided by casework staff, and define the direct services to be provided by homemakers;
 - .22 in utilizing homemakers, the county department shall define the areas of homemakers' services in relation to the purpose and programs of the agency.

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CALIFORNIA-SDSW-SS

Issue 9

Effective 4/1/66
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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES HOMEMAKER SERVICES	56-125
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56-125	REQUIREMENTS FOR A HOMEMAKER SERVICES PROGRAM (Continued)	56-125
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.3 Develop policies and plans for the recruitment, training, supervision and evaluation of homemakers which include:

.31 A statement of the purpose and objectives of homemaker services in the county welfare department;

.32 clear statements describing the tasks which homemakers are expected to perform, the general qualifications for all homemakers, and additional qualifications needed for specific homemaker services, such as those involved in Children's Protective Services;

.33 guides for the selection and placement of homemakers;

.34 an orientation and training program which acquaints all homemakers with the agency's purpose, structure, program, and method of work; provides necessary and appropriate training for the specific tasks to be performed by homemakers, and provides continuing training programs to enhance the depth and scope of the homemaker's knowledge, competence, and usefulness to the department;

.35 definition of the nature and extent of supervision to be provided for homemakers and procedures for individualizing the supervisory process for each homemaker in relation to the nature of the work he is required to do;

.36 procedures for assuring the coordination of the homemaker activities with the caseworker's social planning with the family, including sharing of appropriate information;

.37 standard for evaluating the performance of homemaker and provision for periodic written evaluations or progress reports based on those standards;

.38 standards and procedures for reassigning homemakers and for determining the services of a homemaker in specific case situations;

.39 provision for recognition of homemaker services in ways appropriate to the agency and the community.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations	COMPLEMENTARY SOCIAL SERVICES DAY CARE SERVICES FOR CHILDREN	56-601
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CHAPTER 56-600 DAY CARE SERVICES FOR CHILDREN

56-601 DAY CARE SERVICES - GENERAL PROVISIONS 56-601

- .1 The 1962 amendments to the Social Security Act (Part 3 of Title V) defined day care as one of the components of child welfare services and authorized an appropriation of funds for day care services "to assist the states to provide adequately for the care and protection of children whose parents are, for part of the day, working or seeking work, or otherwise absent from the home, or unable for other reasons to provide parental supervision."
- .2 County welfare departments interested in obtaining Child Welfare Services day care funds must submit a Day Care Services Plan specifying that they are prepared to use funds allocated each year to provide services within the criteria of these regulations. Subject to the approval of this plan by State Department of Social Welfare, the county welfare department is authorized to request, receive, and disburse funds in accordance with the regulations contained in this manual. Any proposed deviation from this plan must be approved in advance by the appropriate area office.

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CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

56-603	COMPLEMENTARY SOCIAL SERVICES DAY CARE SERVICES FOR CHILDREN	Regulations
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56-603 ADVISORY COMMITTEES RECOMMENDED	56-603
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- .1 Local advisory committees for consultation and joint planning should be designated by county welfare departments.
- .2 These committees should include representatives of health, education, and labor, as well as persons from professional, civic, and other public and voluntary agencies, and organizations or groups concerned with the provision of day care services.
- .3 Committee members should be well equipped with knowledge about day care services or willing to spend some time acquiring knowledge essential for effective committee membership.

56-605 SERVICES REQUIRED	56-605
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- .1 Day care programs must provide casework services to assure that day care is in the best interests of the child and his family. Essential services include:
 - .11 Intake study.
 - .12 Plan for each child.
 - .13 Placement.
 - .14 Supervision of placement.
 - .15 Continued work with parents.
 - .16 Referral service to other resources in the agency or day care facility when this is indicated.

56-607 FAMILIES ELIGIBLE FOR DAY CARE SERVICES	56-607
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- .1 Limited funds make it necessary to establish priorities for coverage in this program. Day care may be provided for children in any of the following groups of families as considered most consistent with local needs.
 - .11 AFDC families with parents in training for employment or receiving educational or vocational rehabilitation services.
 - .12 Children of ATD parents in training for employment or receiving educational or vocational rehabilitation services.
 - .13 Families with retarded children in need of day care services.
 - .14 Seasonal agricultural families in need of day care services.
 - .15 Low-income, non-AFDC families (gross income not more than \$4,000 a year) with parents in training for employment, or receiving educational or vocational rehabilitation services.
- .2 Required counseling or referral service must be provided for other families seeking day care services, as well as for the above families.

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**FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations	COMPLEMENTARY SOCIAL SERVICES DAY CARE SERVICES FOR CHILDREN	56-609 (Cont.)
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56-609 PURPOSE FOR WHICH DAY CARE FUNDS MAY BE EXPENDED 56-609

Within the limits of the allocated funds pursuant to approval of plans plus any approved subsequent augmentation, Day Care funds will be used to reimburse 100% of county welfare department's expenditures for:

.1 Purchase of Care From Children's Centers, Licensed Day Nurseries or Family Day Care Homes

Vendor payments may be made for the purchase of day care providing the following conditions are met:

- .11 Families are eligible under Section 56-607 of these regulations.
- .12 County welfare departments keep current records of amounts charged by participating facilities.
- .13 Participating facilities file fee schedules and revisions with county welfare departments.
- .14 Families pay maximum amount possible without undue hardship. An AFDC cost schedule shall be used as a guide in determining families' eligibility and the fee to be paid by the family.

.15 Payment is determined as follows:

.151 Children's Centers

The cost to the family as determined by the Children's Center.

.152 Licensed Day Care Nurseries

The rate charged by the facility, with the maximum amount not to exceed the going rate for adequate care.

.153 Family Day Care Homes

The rate charged for adequate day care in the community.

- .16 When a facility offers both day care and preschool education, day care funds may be used to pay for that part of the program which is day care. No day care funds can be used to purchase any part of the preschool educational program.

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56-609 (Cont.)

COMPLEMENTARY SOCIAL SERVICES
 DAY CARE SERVICES FOR CHILDREN

Regulations

56-609 PURPOSE FOR WHICH DAY CARE FUNDS MAY BE EXPENDED (Continued) 56-609

.2 Direct Operation of Day Care Centers

County welfare departments will be reimbursed for operation of Day Care Centers if the following conditions are met:

.21 All community resources have been assessed and the determination made that there are no local existing group facilities appropriate for children needing this kind of care.

.22 Day Care Centers operated by county welfare departments meet standards set forth in the Manual of Policies and Procedures, Day Nurseries, of the State Department of Social Welfare or the standards applicable to the mentally deficient as administered by the State Department of Mental Hygiene Bureau of Private Institutions.

.221 If these criteria are met the following costs are reimbursable:

Staff salaries, employee benefits and travel costs for employees engaged in the establishment and operation of Day Care Centers administered by the county welfare department.

Food, utilities*, transportation, play materials, play equipment, household supplies and children's furniture.

.222 Reimbursement will not be made for space, rent, etc.

* Including utility claims incurred by approved, operating Day Care Centers on and after January 1, 1964.

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Regulations	COMPLEMENTARY SOCIAL SERVICES DAY CARE SERVICES FOR CHILDREN	56-609
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56-609 PURPOSE FOR WHICH DAY CARE FUNDS MAY BE EXPENDED (Continued) 56-609

.3 Additional Staff in County Welfare Departments (In addition to those included in Section 56-609)

Staff salaries, employee benefits and travel costs for child welfare supervisors and workers added to the staff of the county welfare department to perform one or more of the following duties:

- .31 Assess the extent and location of the need for day care for children of AFDC recipients, families with retarded children, low-income families, and seasonal agricultural workers; the resources currently available to meet existing need; and the types of additional day care facilities needed (i.e., family day care homes; day nurseries, etc.).
- .32 Develop a program for the extension of day care services, including the policies and procedures needed to insure coordination of all day care services, and their coordination with ongoing agency program; represent the agency in contacts with other agencies and community groups; determine the amount of staff needed to carry out program objectives and perform other duties indicated by the program planned (i.e., supervision of staff assigned to day care services, etc.).
- .33 Recruit day care homes in areas where they are needed by children of AFDC recipients receiving pre-employment or educational training or vocational rehabilitation services; or by children of parents with retarded children; or by children of low-income families receiving pre-employment or educational or vocational rehabilitation services; or by children whose parents are seasonal agricultural workers.
- .34 Develop and provide day care placement and counseling service for children for whom the county welfare department will provide day care or make payment for care. This service includes the selection of day care facilities able to meet the needs of individual children and the subsequent services of placement and supervision.
- .35 Provide counseling and referral service for mothers seeking day care resources.

Employees whose salaries and related costs are charged to Day Care funds must (1) meet the qualifications for an appropriate social service classification of the jobs, (2) be selected in accordance with merit system requirements, and (3) be qualified through education and experience to perform the duties assigned.

No payment will be made from Day Care funds for employees carrying regular AFDC caseloads in which some children are receiving Day Care Service. (Claiming for these employees is provided for in the Fiscal Manual which covers other AFDC employees).

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56-611	COMPLEMENTARY SOCIAL SERVICES DAY CARE SERVICES FOR CHILDREN	Regulations
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56-611	METHOD OF REIMBURSEMENT	56-611
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- .1 County welfare departments may claim 100% reimbursement for Day Care Expenditures made in accordance with the conditions specified in these regulations.
- .2 Fiscal claiming forms and detailed claiming instructions are contained in Circular Letters 1457 and 1457-A.

56-613	PROJECT FUNDS FOR DAY CARE	56-613
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- .1 A portion of day care money has been set aside for cooperative projects. County welfare departments wishing to develop cooperative projects with other public or private agencies to obtain needed day care services, or to provide day care services other than those described above, may make application for project funds in the method set forth in Section 62-051, Demonstrations Project, Operations Manual. Before preparing a formal application, it will be desirable to contact the regional office of the State Department of Social Welfare, to discuss the proposed plan. Department staff will assist in developing a formal project proposal.

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Regulations	COMPLEMENTARY SOCIAL SERVICES PRESCHOOL EDUCATIONAL SERVICES	56-705
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CHAPTER 56-700 PRESCHOOL EDUCATIONAL SERVICES

56-701 PRESCHOOL EDUCATIONAL SERVICES - GENERAL 56-701

Preschool Educational Services authorized by W&IC 16150 are available to all counties on behalf of eligible children (Chapter 45-000 of PSS Regulations), within the terms of an Interagency Agreement between the State Department of Social Welfare and the State Department of Education, subject to the amount of funds appropriated each year by the Legislature and to priorities established jointly by the Department of Social Welfare and the Department of Education.

56-703 COUNTY WELFARE DEPARTMENT RESPONSIBILITIES 56-703

The responsibilities of the county welfare department are:

- a. To determine at intervals of not more than 12 months the extent to which preschool educational services are needed but are otherwise unavailable to children in AFDC and other low-income or disadvantaged families;
- b. To seek development of arrangements with providers of preschool services to meet this need;
- c. To submit to SDSW, in accordance with procedures promulgated by the department: (a) a report on the extent of the need and the results of the program achieved during the preceding year if in operation, and (b) a proposed plan for participating in the program in the next year;
- d. To provide for adequate staffing, and the training of staff, according to the need of the program and within the Standards for Organization of Social Services;
- e. To assure that intake and social services as described in Chapter 10-000 and Chapter 45-000 of the PSS Regulations are made available to families with preschool age children, and to assure referral to approved preschool facilities of all children, without regard to their aid status, who are determined by the county welfare department to be eligible for and in need of the preschool education service; and
- f. To utilize fully the opportunity for coordinating the objectives and operations of this program with those of the public assistance self-support and community work and training programs, with respect to the selection, training and employment of recipients of public assistance as teachers, teacher's aides, social service aides, and other personnel essential to the delivery of preschool educational services.

56-705 SDSW REIMBURSEMENT 56-705

The State Department of Social Welfare shall reimburse county welfare departments for all costs of administering the program on behalf of nonassistance families in accordance with Fiscal Manual Sections F-805.10, F-805.20, F-810.30 and F-860.70.

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 SPECIAL METHODS
 Regulations SPEC. METHODS TO PROVIDE SERVICES TO INDIVIDUALS & GROUPS 62-005

DIVISION 62 SPECIAL METHODS

CHAPTER 62-000 SPECIAL METHODS TO PROVIDE SERVICES TO INDIVIDUALS AND GROUPS

62-001 STATEMENT OF RESPONSIBILITY 62-001

The purpose of this chapter on special methods is to encourage the planning and testing out new methods, or improvement of current methods in providing services to individuals and groups. These special methods may include: projects and demonstrations within the county welfare department, cooperative projects with related agencies; specialized consultation; special caseloads, group work services, and citizens' advisory committees. Special methods may be developed to meet the problem posed by concentrated groups of clients in urban areas. Other special methods may be directed toward problems of clients in a rural setting.

County welfare departments shall present proposals as to special methods to the State Department of Social Welfare for approval. Proposals also may result from joint planning between county welfare departments and the State Department of Social Welfare.

62-003 ADMINISTRATIVE STANDARDS 62-003

Since these methods have a pilot or demonstration characteristic, the proposal for each such undertaking shall include: (1) the relationship of the proposal to the required and optional services; (2) manpower utilization; (3) workload management; (4) controls; and (5) records and reports.

62-005 FINANCIAL MANAGEMENT 62-005

.1 Budget

Although some projects may require local funds which must be budgeted under the county Budget Act, others may be funded from other sources. The proposal shall reflect the projected costs of staff, travel, purchase of service, etc., as appropriate.

.2 Reimbursement of Administrative Costs

The proposal shall set forth the methods for identifying the costs. Each county shall keep such records and accounts as are required to demonstrate that it has filed correct claims under the proposal.

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----- SPECIAL METHODS -----
62-007 SPEC. METHODS TO PROVIDE SERVICES TO INDIVIDUALS & GROUPS Regulations

62-007 TYPES OF SPECIAL METHODS

62-007

.1 Demonstration or Experimental Projects

Demonstration or experimental projects for the purpose of testing new methods or improving current methods in the provision of services to individuals and groups shall be utilized by county welfare departments. Project proposals according to definitions, criteria, and requirements for obtaining federal financial participation shall be made by the county welfare department to the State Department of Social Welfare for approval. (See Chapter 62-050.)

.2 Specialized Consultative Services

Consultation is advice, diagnosis, or other help which the county welfare department seeks from someone with specialized knowledge or training for the purposes of helping the worker to understand better the needs of a specific client and of assisting the worker and the client in developing a sound case plan. Consultation is indirect service in behalf of a particular client. It always falls short of treatment, though in some instances the consultant may see and/or examine the client.

.3 Special Methods in Metropolitan and Agricultural Areas

Programs and methods shall be developed to best meet the special problems posed by concentrated groups of clients requiring social services in metropolitan and agricultural areas. The State Department of Social Welfare and county welfare departments are jointly and separately responsible for determining where such concentrations exist and for mobilizing available resources to the fullest extent possible to provide the services which such groups require. Qualified personnel shall be employed as community service workers when necessary to coordinate and bring to bear the services of the state and local public and private agencies on the special problems of these groups. Counties will also consider the use of Project Funds, available through the State Department of Social Welfare, as an appropriate means of developing programs and methods for this purpose.

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Regulations	SPECIAL METHODS DEMONSTRATION PROJECT	62-053
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CHAPTER 62-050 DEMONSTRATION PROJECT

52-051 GENERAL STATEMENT 62-051

- .1 These regulations outline the principles, objectives and criteria for the operation of Demonstration Projects in Public Assistance.
- .2 The fundamental purpose is to bolster county government administration of the public social services program.

62-053 OBJECTIVES 62-053

- .1 Provision of project funds to develop the capacity of public welfare agencies individually and collectively was recognized by the California Legislature in 1961 which enacted statutes instituting the program following recommendations of interim committees of both houses. Congress followed this enactment in 1962 and included some demonstration project funds in the 1962 Public Welfare Amendments of the Social Security Act. It should also be noted that Congress had previously made some research and demonstration funds available as a part of the Child Welfare Services allocation to California.
- .2 Project funds are to assist and encourage exploration and experimentation with new or novel methods of furthering the objectives of public welfare programs as set forth in the Welfare and Institutions Code and the Federal Social Security Act. These laws direct that emphasis be given to achieve the following:
 - .21 Minimize dependency and reduce the cost of public welfare services.
 - .22 Expand protective services for children.
 - .23 Expand protective services for adults.
 - .24 Strengthen, extend and improve public welfare services and the administration of such services.
 - .25 Promote community activities which offer older persons an opportunity to be active and contributing members of their community.
 - .26 Promote recipient participation in his own behalf to solve problems which tend to prolong dependency.

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62-055	SPECIAL METHODS DEMONSTRATION PROJECT	Regulations
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62-055 SOURCES OF PROJECT FUNDS 62-055

Funds are available to undertake projects under the following:

.1 County Demonstration Projects

These projects are concerned with activities of county government undertaken and directed by the public welfare department. The activities must be designed to minimize dependency and reduce the costs of public welfare services by restorative and preventive measures, or to expand protective services for children and adults. Under certain circumstances, the State Department of Social Welfare or an institution of higher learning may undertake a project in behalf of county welfare departments.

.2 Demonstration Projects in Public Assistance Programs - Public Welfare Amendments 1962

Section 1115 of the Federal Social Security Act provides for:

- .21 Waiver of compliance with any state plan requirement which prevents implementation of potentially constructive demonstration projects.
- .22 Federal financial participation under regular reimbursement formula in costs not otherwise considered as appropriate for such cost sharing.
- .23 Federal participation up to 100 percent of the cost of the project. Projects may only be approved under Section 1115 when the State Public Welfare Agency submits proposals and accepts responsibility for the project. Within this limitation, the project may be carried out by the State or a local agency using own staff, outside consultants and/or purchased services.

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Regulations	SPECIAL METHODS DEMONSTRATION PROJECT	62-055
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62-055 SOURCES OF PROJECT FUNDS (Continued)		62-055
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.3 Child Welfare Services Projects

These projects are required to comply generally with the provisions of Chapter 5 of Division 1 of the Welfare and Institutions Code, except as follows:

- .31 The services of activities to be undertaken must meet the following definition of Child Welfare Services:

"...the term 'child welfare services' means public social services which supplement, or substitute for, parental care and supervision for the purpose of (1) preventing or remedying, or assisting in the solution of problems which may result in the neglect, abuse, exploitation, or delinquency of children; (2) protecting and caring for homeless, dependent, or neglected children; (3) protecting and promoting the welfare of children of working mothers; and (4) otherwise protecting and promoting the welfare of children, including the strengthening of their own homes, where possible, or where needed, the provision of adequate care of children away from their homes..."

- .32 The services or activities need not be undertaken and directed by the county welfare department. The facilities and experience of voluntary agencies may be utilized upon a clear and conclusive showing that the activity to be undertaken or the services to be provided will materially and directly assist a public welfare agency in the performance of its responsibility.

.4 Community Service Projects for Older Persons

- .41 Projects of this type provide funds to locate public agencies on a matching basis to promote locate community activities which further the efforts of that community in providing older persons with an opportunity to remain active and contributing members.

- .42 Local matching funds may be in the form of services and facilities, but the value must be clearly demonstrable and not merely a token reshuffling of agency funds or activities.

.5 Projects Conducted by Organized Groups of Recipients

- .51 Projects of this type provide funds to an organized group of recipients of public assistance to make it possible for such recipients to develop their own independent group capacity to supplement or assist in the development of resources which will mitigate the economic, social and personal problems which tend to protract their dependency.

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62-057	SPECIAL METHODS DEMONSTRATION PROJECT	Regulations
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62-057 GENERAL PROJECT PROCEDURES		62-057
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- .1 Prescribed application forms are to be used as follows:
- .11 Form Gen 118A, "Application to Operate Community Project for Older Persons," is to be used for community activities to be undertaken to increase the participation of older persons in community affairs.
 - .12 Form Gen 188B, "Application to Operate Public Welfare Project," is to be used for county welfare departments and Child Welfare Service projects and recipient group projects.
- .2 The State Department of Social Welfare will assist in the preparation of project proposals. Request for such consultation are to be made through the following offices:
- Southern Regional Office
107 South Broadway
Los Angeles 90012

Northern Regional Office
1407 Market Street
San Francisco 94103

State Department of Social Welfare
Headquarters Office
2415 First Avenue
Sacramento 95814
- .3 The State Department of Social Welfare will review the application and approve, disapprove or obtain clarification or additional information from the applying agency. Action on each application will be rendered within 90 days from the first of the month after the date of application.

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Regulations	SPECIAL METHODS DEMONSTRATION PROJECT	62-057
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62-057 GENERAL PROJECT PROCEDURES (Continued)		62-057
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.4 The Project Plan Shall Include:

- .41 The project detail as per required application form.
- .42 Evidence that project personnel meet the professional and technical qualifications appropriate for performance of project.
 - .421 Ordinarily the project agency will be required to agree to make all necessary expenditures subject to state reimbursement. Invoices to be submitted not more frequently than once a month.
 - .422 If the project agency is in the process of formation or is not as yet fully organized, funds may be provided in advance to a recipient group by the State Department of Social Welfare for a planning grant:
 - (a) To assist the group to strengthen its organizational structure, and
 - (b) To train the leadership of recipient groups.

.5 Upon Approval of the Project, the Following Procedures Apply:

- .51 The SDSW will issue specific instructions on claiming procedures and will arrange with the project agency for state consultation, participation and evaluation.
- .52 Appropriate records must be kept up-to-date by the operating agency while the project is in progress. Fiscal records shall be made available for examination and audit by the state upon completion of the project.
- .53 While the project is in progress, the project agency shall submit such reports as are required by the department.

Reports should be prepared by the applicant at least quarterly and at such other times as information received by the department indicates a supplemental report is essential.
- .54 The SDSW and project agency will make a joint evaluation of project progress at least once a year or at any time there is evidence that the project is not proceeding toward the planned objective.

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62-059

SPECIAL METHODS
DEMONSTRATION PROJECT

Regulations

62-059 DURATION OF PROJECT

62-059

Normally, project authorization will be limited to a term of one to three years. Under selected situations where the problem to be resolved is one where State Government has a traditional and substantial responsibility, an indefinite term may be approved. Projects with organized recipient groups require the execution of an official state contract validated by the State Director of General Services.

62-061 CRITERIA FOR APPROVAL OF PROJECTS

62-061

.1 General Premises

- .11 The local welfare department is the public agency established to carry out the responsibility the public assumed relative to public social services.
- .12 Legislation establishing the program is directed to the use of project funds to strengthen the capacity of a public agency to carry out its functions in ways that best serve the public interest for its present or potential clientele.
- .13 If public welfare agency practice for any necessary service or function is weak or fails to achieve results to the maximum public advantage the proper solution lies in strengthening the resources of the public agency instead of transferring the functions to a separate public or private organization. Thus the following principles will be applied in administering funds available to this department to strengthen the public services.

.2 General Criteria

- .21 The proposed undertaking must have a direct and readily apparent relationship to the public agency function and its present or identifiable clientele.
- .22 The proposed undertaking must be such as to measurably augment the public agency's capacity to function to increase the public value of the results of its activities.
- .23 The proposed undertaking must have a readily identifiable achievement and purpose.

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Regulations	SPECIAL METHODS DEMONSTRATION PROJECT	62-063 (Cont.)
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62-063 SPECIFIC CRITERIA FOR APPROVAL OF PROJECT

62-063

.1 Demonstration Project

If the proposal is for a demonstration project, it must:

- .11 involve the use and application of describable processes, methods, and techniques, sufficiently understood and tested to hold reasonably good prospects of predictable results of value to the public agency as a feature of continuing operation;
- .12 have reasonable prospects of being adopted as a continuing feature of the administering agency's operation or of being transferable into other operations;
- .13 have an identifiable and specified terminal arrangement expressed in terms of achievement, time or alternative developments;
- .14 include a provision for interpretation of the process and achievements to participating parties of interest--other agency personnel, control agencies whose decisions will govern the incorporation of activity in continuing operation and to the public.

.2 Cooperative Participation with Another Agency

If the proposal requires cooperative participation with another agency it must:

- .21 involve an identifiable function performed jointly with the public agency for or in behalf of its existing or potential clientele or an identifiable and accountable portion thereof;
- .22 be an undertaking which the public department cannot under existing circumstances, do as well or economically by using the same funds directly.

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62-063 (Cont.)	SPECIAL METHODS DEMONSTRATION PROJECT	Regulations
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62-063 SPECIFIC CRITERIA FOR APPROVAL OF PROJECT (Continued)	62-063
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.3 Purchase of Services

If the proposal involves the purchase of services, it must:

- .31 involve an identifiable function performed for the public agency or in behalf of its present or potential clientele (or identifiable and countable portion thereof), performed when and for whom the public agency specifies and in accordance with specifications established by the public agency for the desired service;
- .32 if a service purchased for the benefit of recipients or other clientele must be subject to reimbursement or payable in terms of amount per person serviced specified in advance or established in the method which is specified in advance.

.4 Research Project

If the proposal is for research project, it must:

- .41 be concerned with a major question of public policy in the welfare programs;
- .42 represent an agreement between particular counties and SDSW or an organization representing counties and SDSW regarding the scope and purpose of the research;
- .43 be beyond the resources of the SDSW without the use of project funds;
- .44 be specific as to what the research is intended to produce and show how results to be obtained are expected to lead to the improvement of public welfare services and their administration;
- .45 provide for the designation of one person who will be responsible for the successful prosecution of the project.

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Regulations	SPECIAL METHODS DEMONSTRATION PROJECT	62-063 (Cont.)
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62-063 SPECIFIC CRITERIA FOR APPROVAL OF PROJECT (Continued) 62-063

.5 Recipient Group Project

If the project is a recipient group project, it must be an activity carried out by:

- .51 An organized group of recipients or other persons eligible to receive public social services as prior recipients or persons likely to become dependent, or
- .52 A group organized for the purpose of carrying out functions primarily in the interest of or in behalf of recipients of public social services (including prior recipients or persons likely to have become dependent) and involving such persons as participating members, or
- .53 An activity conducted by a public or private nonprofit agency or organization for the purpose of organizing recipients and poor persons in their mutual self-interest and advancement, or
- .54 A cooperative or nonprofit organization within a definite neighborhood or area characterized by a concentration of poverty and dependency which substantially exceeds that for a city or county generally and engaged in efforts to improve the social conditions applying generally without regard to recipient's status.

.6 Recipient Group Evidence of Organization

A recipient group must present evidence of its formal organization and its ability to account for the public funds and their expenditure in accordance with the terms of the official contract. The formal organization must be described in some detail setting out the following:

- .61 A copy of its bylaws.
- .62 Membership of the governing body; specifying the officers.
- .63 The manner in which the organization is prepared to maintain and make available a list of participants.
- .64 Evidence that the organization has sufficient financial backing to assure its performance. Such evidence shall include any of the following:
 - .641 Adequate funds on deposit, or
 - .642 A written undertaking by financially responsible organizations or individuals, or
 - .643 A surety bond.

CONTINUATION SHEET
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62-063 (Cont.)	SPECIAL METHODS DEMONSTRATION PROJECT	Regulations
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62-063 SPECIFIC CRITERIA FOR APPROVAL OF PROJECT (Continued)	62-063
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.7 Recipient Group Not Organized

In case of recipient group not as yet fully organized:

- .71 A copy of the proposed bylaws.
- .72 A list of provisional officers and members of the initial governing body.
- .73 The manner in which the organization is prepared to maintain and make available a list of participants.
- .74 Evidence that the organization has sufficient financial backing to assure its performance. Such evidence shall include any of the following:
 - .741 Adequate funds on deposit, or
 - .742 A written undertaking by financially responsible organizations or individuals, or
 - .743 A surety bond.

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Regulations ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES 10-001

 ORGANIZATION AND MANAGEMENT FOR SOCIAL SERVICES -----

DIVISION 10 ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES
CHAPTER 10-000 ORGANIZATION AND MANAGEMENT FOR SOCIAL SERVICES

10-001 STATEMENT OF RESPONSIBILITY 10-001

- .1 The county welfare director shall organize and staff the county welfare department under the standards as defined in these regulations so that the required social services are in fact available to those persons falling within the defined categories as set forth in Chapter 45-000 of the Public Social Service programs. Additional services or services to additional groups of people may be offered as county welfare departments are able under the standards set forth in Chapter 56-100 of these regulations.
- .2 County welfare departments shall develop and utilize community resources needed to prevent and reduce dependency. When a needed resource is not available within the community, the county welfare department shall provide leadership and support to the community in developing it. This development shall be through the augmentation of other public or private agency services, or through the expansion of county welfare department services.

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10-003 ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES Regulations
ORGANIZATION AND MANAGEMENT FOR SOCIAL SERVICES

10-003 PLANS AND CONTROLS

10-003

.1 Plan of Operation

The county welfare department shall formulate a written plan of operation which blueprints the course of its action to attain the 1967 mandated goals. The county welfare director is responsible for the progression toward achievement of at least the minimal requirements regarding social services, as defined in Chapter 45-000 of PSS Regulations on June 30, 1967. The standards of organization for social services as defined in these regulations shall be in effect on June 30, 1967.

.2 Internal Management Controls

- .21 Functional assignment of social service and other staff: Criteria shall be established which direct the assignment of staff according to merit system classification, training and experience, for the purpose of providing the best possible service to clients.
- .22 Caseload and supervisory standards: Caseload and supervisory controls shall be maintained to document compliance with functional assignments and workload standards. This includes a record of the June 1963 caseload standard.
- .23 Frequency of home visits: Controls shall be established to assure that the home visit or other significant direct contact is related to the case plan and performed according to regulations.
- .24 Termination of service: Controls shall be established to assure the termination of required services when they are no longer of benefit to the client or when the client exercises his right to refuse agency service.
- .25 Community resources: Controls shall be established to assure the updating of the community resource file for staff utilization in case planning.
- .26 Staff development: Controls shall be established to assure the availability of a minimum average of two hours per week for workers' in-service training.

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
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 (Pursuant to Government Code Section 11380.1)

Regulations ADMINISTRATIVE STANDARDS & METHODS FOR SOCIAL SERVICES 10-007
 ORGANIZATION & MANAGEMENT FOR SOCIAL SERVICES

10-005 RECORDS AND REPORTS

10-005

Reports at the times and in the manner prescribed by the State Department of Social Welfare and the Department of Health, Education, and Welfare, shall be submitted, such as statistical reports, progress reports, plans of operation and other such reports as may be necessary.

The county welfare department for the purposes of (1) planning its own activity, and (2) interpreting the needs of clients as a base for development of community resources shall develop:

- (a) Data as to the number and nature of client problems.
- (b) Records regarding use of community resources.
- (c) Projection as to staffing (classifications) requirements for meeting mandated obligations.

Individual case records shall be maintained.

10-007 FINANCIAL MANAGEMENT

10-007

.1 Budget

The budget is the department's key expression of the intended implementation of program goals. The county welfare department's budget for 1966-67 shall reflect the department's plan for achieving the mandated Social Services and Standards of Organization by June 30, 1967.

.2 Reimbursement of Administrative Costs for Required Services - Activities

Each county welfare department shall administer the public welfare services program and claim as administrative costs only those expenditures which are necessary for efficient administration. Each county shall keep such records and accounts as are required to demonstrate that it has filed correct claims. (See Fiscal Manual, principally Section F-850.)

The costs for services and activities required by ABCD Chapter 31 in program manuals and these regulations are reimbursable at 75%, subject to compliance with applicable standards:

- a. Intake
- b. Direct social work services
- c. Casework and medical consultation
- d. Community planning activities
- e. Staff development

(Administrative costs for services provided beyond those required statewide are reimbursable at 75% in accordance with Section 10-155 of these regulations.)

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FOR FILING ADMINISTRATIVE REGULATIONS
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10-101 ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES Regulations
-----STAFFING FOR SOCIAL SERVICES-----

CHAPTER 10-100 STAFFING FOR SOCIAL SERVICES

10-101 MANPOWER UTILIZATION

10-101

.1 Agency Staffing

County welfare departments shall plan for the appropriate use of professional and clerical merit system classifications which will direct maximum effort toward the provision of social services. Work assignments shall reflect the proper utilization of manpower in this context. All those activities identified in the case plan system beginning with the initial interview shall be provided by or through the social service staff. Case carrying responsibility for social services as outlined in Chapter 45-000 of the PSS Regulations shall be assigned to staff in the social service or practitioner classes who are best qualified.

Supervisors of units in which some or all clients are receiving required services (including intake) shall be persons classified as social service supervisors.

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Regulations ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES
STAFFING FOR SOCIAL SERVICES 10-105

10-103 STAFF DEVELOPMENT

10-103

The staff development program of the county welfare department shall implement:

- .1 Regulations and policies enumerated in the State Department of Social Welfare Staff Development Manual;
- .2 A plan of in-service training which provides staff assigned cases of required services and intake the essential knowledge and skill to enable them to effectively provide the services enumerated in Chapter 45-100 of the PSS Regulations;
- .3 A plan for staff to participate in workshops and institutes and attend conferences;
- .4 A personnel appraisal policy which involves the individual worker in assessing his knowledge and skills in relation to his job performance and lays out a personal development plan which the agency and worker propose to follow to improve his job performance; and
- .5 Budgetary appropriations for training expenses, materials, and development of a library.

10-105 CONSULTATION

10-105

The county welfare department shall provide or secure consultation on legal, social, educational, medical, psychiatric, psychological, or other problems for social service staff on behalf of the client. Such consultation may be provided within or by purchase from outside the public welfare department.

Where merit system classifications have been developed for the various specialities, they shall be the minimum requirements for employment within the county welfare department. The casework consultant shall have the MSW degree and be a person qualified by additional training and/or experience to provide consultant's services with respect to the more difficult social service cases.

Consultation from a medical consultant and medical-social service staff as appropriate on medical-social service problems shall be available on a full- or part-time basis to county welfare department staff.

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10-107	ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES STAFFING FOR SOCIAL SERVICES	Regulations
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10-107 WORKLOAD MANAGEMENT

10-107

.1 Intake Service

Intake service for new applications and reapplications (restorations, intercounty and interprogram transfers and intraprogram status changes may be excluded) requires two concurrent processes: 1) determination of eligibility or ineligibility, and 2) determination of need for social service. Essential to both is an initial social service interview.

The determination of eligibility and the authorization of financial assistance has a maximum time limit of 30 days. The social service intake requirements include determination of need for social service, short-term counseling, and referral if appropriate. The initial social service interview begins the identification and study of family and individual functioning to bring into action the resources of the county welfare department and the community.

The social service intake process is terminated with the completion of the initial social study. This process has a maximum 90-day time limit for completion. The intake service is completed by an action in each of the following as appropriate:

- .11 Determination of eligibility or ineligibility for public assistance.
- .12 Determination of need for required social service.
- .13 Determination of the need for short-term counseling and completion of this service.
- .14 Determination of need for referral and completion of this service.

.2 Caseload Standards

The following caseload standards set the maximum number of cases which shall be assigned intake and continuing service workers. A "case" is always an individual client or individual child in foster care except when the client is a family. A county welfare department may elect to count for all programs, families concurrently receiving more than one form of public assistance as one case.

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----- ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES -----
 Regulations STAFFING FOR SOCIAL SERVICES 10-107 (Cont.)

10-107 WORKLOAD MANAGEMENT (Continued)

10-107

.21 Standard for Intake

The number of new applications and reapplications assigned to each intake worker during a quarter shall not exceed 60 when the worker handles the entire intake service.

In agencies where the intake unit does not complete the intake service, the number of applications to be processed by the intake worker during a quarter may be increased proportionately. That proportion of intake service not carried by the intake worker shall be reflected in a proportionate reduction in the caseload standard for the continuing worker.

Factual evidence to support a modified standard must be developed and kept on file.

.22 Standard for Caseloads Requiring Services

The actual number of cases assigned each worker, when all cases assigned require service, shall not exceed 60.

.23 Standard for Mixed Caseloads

The total number of cases assigned each worker responsible for both clients with identified need for social services and clients without social service need shall allow an equivalent proportion of the worker's time for work with clients having need for social service equal to the standard set for social service caseloads. (E.g., if 20 social service cases are assigned, 20/60ths, or one-third of the worker's time must be allowed for work on such cases.)

The maximum number of cases not requiring social services also assigned shall be determined by applying the remaining proportion of the worker's time to the county's caseload standard in June 1963. For purposes of this section, the June 1963 standard shall be either one of the following: (a) the caseload standard used by the welfare department in support of positions approved for Fiscal Year 1962-63, or (b) the caseload standard representing the average number of cases assigned the typical caseworker during June 1963 (E.g., if the county's caseload standard for June 1963 was 180, the worker carrying 20 cases requiring service could be assigned no more than two-thirds of 180, or 120 cases without social service need.)

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10-107 (Cont.)	ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES STAFFING FOR SOCIAL SERVICES	Regulations
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10-107 WORKLOAD MANAGEMENT (Continued)

10-107

.24 Standard for Multiprogram Caseloads

The total caseload assigned an intake or continuing service worker who has responsibility for more than one program, shall allow an equivalent proportion of the worker's time for work with clients according to the appropriate standards established by this bulletin. The standards established for nonpublic assistance programs by the State Department of Social Welfare, and the standards otherwise established by the county shall apply. When standards have been established by both the State Department of Social Welfare and the county, the smaller caseload standard applies.

.3 Special Election of Services for the AFDC Caseload

A county welfare department has the option of extending to its AFDC caseload the full range of social services as defined in Chapter 45-000 of Public Social Services Regulations. The standards set forth in this chapter and the caseload standard of not more than 60 cases assigned to a worker and a supervising ratio of one supervisor to five social service workers shall be in effect.

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 Regulations ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES 10-107 (Cont.)

 STAFFING FOR SOCIAL SERVICES

10-107 WORKLOAD MANAGEMENT(Continued)

10-107

.4 Separate Units for Aid to the Blind and Potentially Self-Supporting Blind

If a county has a caseload of 250 or more recipients of AB and APSB, it shall establish a special unit or division to be devoted exclusively to the administration of Aid to the Blind.

The duties of the workers in the special unit or division shall be confined to the Aid to the Blind programs except that such workers may also serve other members of the blind person's household who are applicants for or recipients of another category of aid. Exception may also be made for isolated geographical locations, or the presence of recipients of other categories of aid in the same household, if such an exception is desirable in the interest of efficient and economical administration.

If applications for Aid to the Blind are processed by a special intake unit, determination shall be made as to whether AB or APSB best meets the needs of the individual. (See PSS Manual Section 40-131, Application Interview.) Granted applications shall be transferred to the Bureau or Division for the Blind and recipients of AB and APSB shall be visited within three months from the date aid begins by a worker whose duties are confined to the Aid to the Blind programs.

Every effort should be made to employ properly trained and qualified blind persons to administer the Aid to the Blind laws.

The number of recipients of Aid to the Blind for whom any one social worker has responsibility shall be sufficiently small to make possible an effective administration of Aid to the Blind, including the reduction or elimination of dependency whenever possible. Caseload standards described in Section 10-107 are applicable to this program.

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10-107 (Cont.)	ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES STAFFING FOR SOCIAL SERVICES	Regulations
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10-107	WORKLOAD MANAGEMENT (Continued)	10-107
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.5 Supervisory Standard

The supervisory ratio for each categorical aid program (OAS, AB, ATD, AFDC) shall not exceed one supervisor to five social workers in units assigned intake service or required social service cases.

When the number of workers required for a program, or for a group of programs, is divided by five and the remainder is greater than 2.5 workers, an additional supervisor is required. The supervisory standard is met without providing for an additional supervisor when the remainder is 2.5 or less, provided no supervisor is assigned more than six workers and the overall ratio of workers per supervisor is less than 5.5.

First-line supervisors assigned responsibility for staff development, development and utilization of community resources, or other such assignments, shall have their supervisory workload assignment reduced proportionately.

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Regulations ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES 10-107
 STAFFING FOR SOCIAL SERVICES

10-107 WORKLOAD MANAGEMENT (Continued)

10-107

Interpretation

A. To test compliance with the supervisory standard, follow these steps:

Step 1. Divide the number of required service cases by 60 to determine the minimum number of social workers needed.

Example I

2500 cases
60

Equals 41.67 worker
positions

Example II

2600 cases
60

Equals 43.33 worker
positions

Step 2. Divide the number of workers by 5.

Example I

41.67 workers
5

Equals 8 supervisory
positions, 1.67 worker
positions uncovered.
No additional super-
visory position
required.

Example II

43.33 workers
5

Equals 8 supervisory
positions, 3.33 worker
positions uncovered.
One additional super-
visory position is
required.

Step 3. Determine that no supervisory position whose unit carried required service cases is assigned more than six workers (note that supervisory positions in addition to those listed above are needed for workers who carry no required service cases); and

Step 4. Determine that the ratio of workers assigned to all required service supervisors is less than 5.5, overall.

B. The standard is applicable to each large district office when it is essentially a "main office" in size and functions in that respect for a given community or locality. Small suboffices which are essentially outstationed units of a main office are considered part of the main office.

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	ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES	
10-153	STANDARDS FOR OPTIONAL SERVICES	Regulations

CHAPTER 10-150 STANDARDS FOR OPTIONAL SERVICES

10-153 STATEMENT OF RESPONSIBILITY

10-153

The purposes of standards for optional services are (1) to encourage and assist county welfare departments in the extension of service beyond the required social service casework minimums, and (2) to emphasize the prevention or reduction of dependency by the provision of services to former or potential applicants and recipients. The county welfare department shall identify and assess the need for optional services but shall not expand services within its operation which duplicate those offered by other community resources. There shall be provision for the expansion of optional services in accordance with client need and the present or potential availability of resources and services. The scope of required services to additional applicant and recipient individuals and families may be extended beyond those defined in Chapter 45-000 of the Public Social Services Regulations.

Prior to planning the implementation of any portion of this chapter, the county welfare department shall provide each of the required social services as defined in the ABCD Chapter 31 in the program manuals under the standards defined in Section 10-107 of these regulations. A plan for the development of any optional services shall be submitted to SDSW for approval. The extension of optional services will not be sanctioned by the State Department of Social Welfare after June 30, 1967, unless all required social services are provided. Certain counties have developed optional services before they developed all required social services defined in Chapter 45-000 in the PSS Regulations. These are not affected until June 30, 1967, by the above requirement which becomes effective April 1, 1966.

10-155 ADMINISTRATIVE STANDARDS AND METHODS FOR OPTIONAL SERVICES

10-155

.1 Optional Services in Relation to the Case Plan System

Optional services include: homemaker service; volunteer programs; foster family care for adults; training of mothers in home management and child care; training and placement for employment other than that required under Community Work and Training; and training the handicapped for self-care.

The use of optional services for the benefit of the client shall be an integral part of the individual case service plan. The social service worker who has been assigned primary responsibility for the individual case shall continue as the key person in seeing that meaningful activities related to the case plan are extended. Homemakers, volunteers, etc., have a collaborative relationship with the social service caseworker.

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Regulations ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES STANDARDS FOR OPTIONAL SERVICES 10-155 (Cont.)

10-155 ADMINISTRATIVE STANDARDS AND METHODS FOR OPTIONAL SERVICES (Continued) 10-155

.2 Coordination of Optional Services Within Public Social Services

The optional services are an extension within the agency of resources to meet identified social service needs of families and adults.

Coordination of casework services and the collaborative services of non-casework staff must be planned: (1) through general agency designation of priority groups to be served; (2) at the case level, between social service worker and the non-casework staff.

.3 Manpower Utilization in Optional Services

.31 Agency Staffing

The county welfare department shall assure that optional services are used to supplement and not to substitute for services of social service casework staff. Optional services employed staff shall meet qualifications as set forth under merit system regulations.

Work assignments shall reflect the proper utilization of manpower in this context.

.32 Staff Development for Non-Casework Staff Providing Optional Services

The staff development programs of the county welfare department shall implement:

- .321 An orientation program which provides general knowledge of the agency's structure, programs and methods of work;
- .322 a training program related to the specific tasks to be performed by non-casework staff;
- .323 a plan for in-service training to enhance the usefulness of non-casework staff through the increase in the knowledge and skill;
- .324 budgetary appropriations for training expenses, training materials, etc., for non-casework staff.

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 10-155 (Cont.) ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL Regulations
 SERVICES STANDARDS FOR OPTIONAL SERVICES

10-155 ADMINISTRATIVE STANDARDS AND METHODS FOR OPTIONAL 10-155
 SERVICES (Continued)

.4 Workload Management for Optional Services

The county welfare department shall establish the agency workload for optional services in terms of: (1) the persons or groups to be served; (2) the services which are needed; and (3) the services to be provided.

.41 Workload Standards - Individual Assignments

The county welfare department shall establish workload (yardstick) standards which permits the individual worker to have available the time necessary to give to cases those services established as needed. When workload standards for any optional service is already established by a county, those standards shall be maintained for that service. When standards are developed by the State Department of Social Welfare, the smaller caseload (either that of the state or that of the county) shall control.

.42 Supervisory Standard

The county welfare department shall establish a supervisory standard which either (1) provides that the optional services units are directed or supervised by professionally trained social work staff, or (2) provides for supervision by other staff with training or experience in the particular service.

Recognition must be given in setting the ratio of supervisor-supervisees that joint evaluation and reevaluation with casework service staff of the need for and suitability of the optional service in each case is a component of the supervisory responsibility for which time must be made available.

.5 Controls

.51 Plan of Operation

The county welfare department shall formulate a written plan of operation which blueprints the following:

- .511 The nature and purpose of the service and the persons or groups to be served;
- .512 agency safeguards to assure that the right of decision on matters affecting the individual and his family remains with the client;
- .513 the functions of staff providing the optional service are distinguished from the functions of casework staff and are appropriately coordinated with activities of the caseworkers and other related staff; and
- .514 the provision for supervisory review and reevaluation of the need for and suitability of the service for each case.

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10-155	ADMINISTRATIVE STANDARDS AND METHODS FOR OPTIONAL SERVICES (Continued)	10-155
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.52 Internal Management Controls

The county welfare department shall establish management controls to assure:

- .521 The identifications of the persons or groups to be served, the determinations of services needed, and the definition of services to be provided.
- .522 The use of any optional service is an integral part of the case service plan.
- .523 The use of optional services as a supplement to, not a substitute for, services of the social work staff.
- .524 The protection of the client's right to confidentiality and to decision on matters affecting himself and his family.
- .525 The individual case periodic reevaluation of the suitability of the use of optional services.
- .526 The integration of optional services within the total agency program.
- .527 The provision for progressive expansion of the use of optional services according to client need and present or potential availability of services.

.6 Records and Reports

The county welfare department for the purposes of (1) planning its own activity, and (2) interpreting the needs of clients as a base for developing optional services shall collect and assess data for these purposes.

Individual case records shall reflect the use of optional services, the collaborative sharing of information, the effect upon the case situation, and appropriate evaluation.

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10-157 ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL Regulations
SERVICES STANDARDS FOR OPTIONAL SERVICES

10-157 FINANCIAL MANAGEMENT

10-157

.1 Budget

The county welfare department shall include in the budget funds necessary to implement those optional services which are planned.

.2 Reimbursement of Administrative Costs of Optional Services

Each county welfare department shall administer the optional services and claim as administrative costs only those expenditures which are necessary for efficient administration. Each county shall keep such records and accounts as are required to demonstrate that it has filed correct claims.

The costs for optional services as defined in Section 10-155 of these regulations are reimbursable at 75% subject to compliance with applicable standards.

Written approval from the State Department of Social Welfare is required prior to claiming reimbursement for these services.

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-----ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES-----
Regulations METHODS AND PRACTICES IN SOCIAL SERVICES 10-201 (Cont.)

CHAPTER 10-200 METHODS AND PRACTICES IN SOCIAL SERVICES

10-201 CASE PLAN SYSTEM 10-201

The case plan system is a uniform method for organizing basic social service operations so that county welfare departments can direct that persons in comparable circumstances receive comparable services. Each county welfare department shall have a case plan system for the provision of services in conformity with the statewide case plan system.

.1 Those Included in the System

- .11 Identify those individuals and families who have the characteristics defined in Chapter 45-000 of the PSS Regulations, and who therefore require activities of social work staff and related specialists which are directed toward helping the individual client in one or more areas of functioning (economic, personal, family and social). In general, these are adults in need of protective-supportive services, adults and AFDC families in need of employment services, children in need of protection, unmarried mothers, and AFDC families disrupted by desertion. This also includes persons for whom family planning services are appropriate. Identification of AFDC families with social service needs in addition to those defined in Chapter 45-000 of PSS Regulations may be an elected service of a county welfare department.

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10-201 (Cont.)

ADM. STANDARDS AND METHODS FOR SOCIAL SERVICES
 METHODS AND PRACTICES IN SOCIAL SERVICES

Regulations

10-201 CASE PLAN SYSTEM (Continued)

10-201

- .12 Initiate the social study for those identified individuals and families, decide which required services are necessary, and state what the county welfare department proposes to do to help the client.

The social study is a continuous process through which the agency evaluates changes in the family or individual situation and the implications of these changes for case planning. The social study requires interviews with the family or individual to assess the nature and severity of defined social problems and to evaluate personal, family, and community resources which can be brought to bear to overcome the problems or difficulties.

- .13 Provide meaningful social work activity, including home visits, as frequently as the situation indicates, but not less frequently than required by program regulations.
- .14 Reassess periodically the continued existence of problems requiring the planned services.
- .15 Provide for termination of required services when they are no longer of benefit to the client or when the client exercises his right to refuse agency service, consistent with program regulations.

10-203 COORDINATION OF AFDC AND CHILD WELFARE PROGRAMS

10-203

AFDC and child welfare programs are basic resources for meeting the responsibilities which the State Department of Social Welfare and county welfare departments carry for the provisions of social services to families and children. The two programs shall be coordinated with respect to (1) program assessment, planning and policy development; (2) provision of intake services which are related in a knowledgeable and responsible manner to the full range of services in both programs; (3) intra-agency referral between child welfare and AFDC programs of cases as appropriate; and (4) collaboration in consultation, training, and community planning.

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Regulations DEPARTMENT COMMUNICATIONS
DEPARTMENT COMMUNICATIONS - GENERAL 17-001 (Cont.)

DIVISION 17 DEPARTMENT COMMUNICATIONS
CHAPTER 17-000 DEPARTMENT COMMUNICATIONS - GENERAL

17-001 DEPARTMENT COMMUNICATIONS - DEFINITIONS 17-001

- .1 Manuals and manual revisions are distributed to the counties based upon patterns established by SDSW and each county welfare department.
- .11 Regulations are adopted by the Director after a Public Hearing implementing legislation and have the force and effect of law. These are issued as regulations in the form of green pages in manuals and department bulletins.
- .12 Handbook sections of the manual are informational serving to further explain and illustrate by examples regulatory sections. They are advisory and interpretive in the sense of illustrating appropriate application of these regulations, or of recommended processes and methods of implementation. Chapters of handbook material are numbered to correspond to the chapters of rules and regulations.
- .13 Bulletins are regulatory materials issued as a separate publication to serve in this format because the program may be temporary in nature, is applicable to a number of department programs, or is in tentative form prior to incorporating in program regulations. They are issued to the county in numbers equal to the program manuals they complement; that is, a bulletin coded OAS will be issued in the same number as the number of OAS manuals the county maintains.
- .14 Circular letters are informational and serve to impart explanatory materials to regulations, material of general interest, or interim procedural information. They are issued to the counties in numbers equal to the program manuals they complement. All circular letters have initial codings for program or subject immediately following the circular letter number. This indicates the distribution pattern within the county so that those concerned receive copies.
- .15 Unnumbered letters may be used to transmit booklets or other materials and serve to explain the purpose in sending the attachment and includes a brief description or summary.

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17-001 DEPARTMENT COMMUNICATIONS - DEFINITIONS (Continued)	17-001
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- .16 Selected Reading Series serve to transmit significant speeches, statements, and papers related to the field of social welfare, as well as various social and economic developments which have a vital impact on the welfare function. These are for general distribution to welfare departments, other agencies, and interested persons.
- .17 Training Guides are explanatory materials describing or setting forth recommended training programs for personnel engaged in various operations in county welfare departments. These are distributed primarily to Staff Development personnel.
- .18 Manual letters accompany revision pages to manuals to indicate:
 - .181 Brief summary of proposed changes;
 - .182 Effective date; and
 - .183 Filing instructions.

17-003 CODES AND DISTRIBUTION	17-003
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- .1 Codes and Distribution - Department communication to county welfare departments are issued for distribution in accordance with the following coded classifications.
 - .11 (Adm) intended for administration only and not for general distribution to staff.
 - .12 (Gen) and (All Aids) - This is the largest distribution intended for administration and staff.
 - .13 Codes

AB - Aid to the Blind AD - Adoptions Adm - Administration AFDC - Aid to Families with Dependent Children (CA on mailing schedule) AI - Aged Institutions All Aids- All Aids APSB - Aid to Potentially Self-Supporting Blind ATD - Aid to the Disabled BH - Boarding Homes CI - Children's Institutions CMAP - California Medical Assistance Program CPA - Child Placing Agencies CWT - Community Work & Training	DC - Day Care DN - Day Nurseries DP - Data Processing Fiscal - Fiscal Gen - General Distribution MH - Maternity Homes MSR - Merit System Regulations O - Operations OAS - Old Age Security PSS - Public Social Services QC - Quality Control SD - Staff Development Stat - Research and Statistics TA - Training Aid WPS - Welfare Personnel Standards
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Regulations	DEPARTMENT COMMUNICATIONS	17-015 (Cont.)
	DEPARTMENT COMMUNICATIONS - GENERAL	

17-005 COUNTY RESPONSIBILITY	17-005
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17-007 COMMUNICATIONS RESPONSIBILITY	17-007
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Each county welfare department is responsible and accountable for the manuals issued to it.

17-009 DESIGNATING THOSE RESPONSIBLE FOR COMMUNICATIONS	17-009
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County welfare departments shall designate:

- .1 One person of management level to be responsible for ordering, distributing, accounting for and maintaining manuals and other communications of the SDSW.
- .2 Two alternates who are able to evaluate requests for manual materials.

17-011 SUBMITTAL OF NAMES TO SDSW	17-011
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The names of those selected are to be submitted to the Manual Section, SDSW.

17-013 MANUAL RECORDS RESPONSIBILITY	17-013
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County welfare departments shall be responsible for maintaining manuals and records in the following manner:

- .1 Each manual shall be numbered.
- .2 Individuals shall be designated and assigned responsibility for insertion of revisions and removal of obsolete materials in each section or unit.
- .3 Records shall be maintained to indicate:
 - .31 The total number of each program manual or standard manual of rules and regulations of the SDSW issued to the county.
 - .32 The sections, units or individuals to which manuals are assigned and the manual numbers.
 - .33 Individuals responsible for manual maintenance.

17-015 MANUAL MAINTENANCE	17-015
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- .1 Revised pages shall be inserted immediately in the appropriate manual after review by staff, and obsolete pages removed and destroyed. Review of new or revised regulations may be administered by regular unit meetings or circulated among staff members.
- .2 Inventory listings for each manual are issued periodically so that manuals may be checked for currency and completeness. Each manual shall be checked with the inventory listing of current pages and pages ordered to make the manual current.

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CONTINUATION SHEET
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17-015 (Cont.)

DEPARTMENT COMMUNICATIONS
DEPARTMENT COMMUNICATIONS - GENERAL

Regulations

17-015 MANUAL MAINTENANCE (Continued)

17-015

.3 Filing of manual materials.

- .31 Each manual page is numbered when first released with an issue number on the bottom of each page (e.g., Issue No. 10-5). As regulations are revised, new pages are issued which indicate a revision number and the issue number or revision number it replaces. On the inside of the front cover of each manual is a section called "Revision Record" which is a numerical listing and a control to record receipt and filing of all revisions.
- .32 As revision pages are received and inserted the revision numbers as listed on the "Revision Records" shall be canceled by crossing through them. If all of the numbers preceding the latest revision issued are canceled, all have been received.
- .33 The page replaced is removed and destroyed and the new page inserted in the manual in the appropriate section (e.g., Rev. 1420 replaces Issue 10-5, or Rev. 1420 replaces Rev. 1105).
- .34 One set of regulations in the county shall include obsolete regulations for auditing, for adjustments in retroactive situations, and for other similar purposes.
- .35 Instructions appear on each manual letter in the following manner:

FILING INSTRUCTIONS

Enter attached revisions 300-306 in the Manual of Fiscal Policies and Procedures and cancel the numbers on the revision record.

<u>Revision No.</u>	<u>Replaces Revision No.</u>
300	Issue 91
301	260
302	129
303 and 304	Issues 202 and 203
305 and 306	Issues 206 and 207

.4 Filing Circular Letters

- .41 Circular letters are filed in numerical order; most recent number issued on top.

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Regulations DEPARTMENT COMMUNICATIONS 17-019 (Cont.)
 DEPARTMENT COMMUNICATIONS - GENERAL

17-015 MANUAL MAINTENANCE (Continued) 17-015

- .42 Obsolete circular letters are removed on the date indicated in filing instructions or in accordance with instructions shown on the current listing of circular letters.

.5 Filing Department Bulletins

- .51 Department bulletins are filed in numerical order; most recent number issued on top.
- .52 Repealed bulletins are removed as directed in communications and listings of current bulletins.

17-017 RULES AND REGULATIONS AVAILABLE TO THE PUBLIC 17-017

- .1 One set of rules and regulations, handbook materials and circular letters of the State Department of Social Welfare, and the Welfare and Institutions Code and other laws relating to any form of public social service, shall be made available to the public during regular office hours in each central or district county office administering such aid (Welfare and Institutions Code 10608).
- .2 These may be placed in the waiting or reception room or in some other location convenient for public use. If a set of rules and regulations is not kept at these locations, a sign shall be prominently posted in the waiting or reception room as follows:

"Rules and regulations of the State Department of Social Welfare are available for your use. Please ask for the materials or manuals you wish to see."

- .3 A signout book shall be used to prevent loss of regulations or other materials for public use.

17-019 ORDERING MANUAL MATERIALS 17-019

- .1 Orders for manuals and other materials are placed with the department no more than once each month unless the need is of an emergency nature.
- .2 Requests for Materials Shall Contain the Following Information:
- .21 Materials and number requested.
- .22 Reasons for request of additional manuals or materials.
- .23 Signature of county person responsible or alternate.

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
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17-019 (Cont.)	DEPARTMENT COMMUNICATIONS DEPARTMENT COMMUNICATIONS - GENERAL	Regulations
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17-019 ORDERING MANUAL MATERIALS (Continued) 17-019

.3 Charges are Made For:

- .31 Circular Letters - If increase above regular distribution is requested for a specific circular letter. It is urged wherever possible that if additional copies are needed, they be locally reproduced for reasons of economy and efficiency.
- .32 Replacement pages to manuals.
- .33 Replacement manuals for lost or unaccounted for manuals or those not maintained current.
- .4 Orders received by the county are checked against the shipping label indicating number of manuals, revision pages or circular letters issued. If a discrepancy notice is not received from the county welfare department within 15 days it will be assumed that the number indicated on the shipping label has been received.

17-021 RECOMMENDED STANDARDS 17-021

.1 Number of Manuals Maintained and Location

- .11 Sufficient numbers of manuals and sets of regulations as are needed for effective staff reference are to be maintained and located conveniently for this purpose.
 - .111 A complete set of manuals and regulations is to be maintained in a central library and in each district office library utilized by the staff.
 - .112 One program manual(s) is to be maintained in each unit for program(s) administered and one for each unit supervisor.
 - .113 In addition to the basic program manuals used by the unit or social worker, reference and supportive manuals such as other categorical aids, Research and Statistics, Fiscal, etc., are to be available at convenient locations for effective usage by staff.

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Regulations	FAIR HEARING FAIR HEARING - GENERAL	22-001 (Cont.)
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DIVISION 22 FAIR HEARING

CHAPTER 22-000 FAIR HEARING - GENERAL

22-001 DEFINITIONS - FAIR HEARING

22-001

- .1 Fair hearing is an administrative hearing procedure established pursuant to Sections 10950 through 10965 of the Welfare and Institutions Code providing a dissatisfied claimant an opportunity to present his case directly to the State Department of Social Welfare for formal decision.

A claimant may be dissatisfied because of:

- .11 Action or inaction on the part of the county department relating to his application for or receipt of aid or services;
 - .12 Unreasonable delay by the county department in acting upon his application for aid or services;
 - .13 Refusal of the opportunity to submit a signed application for aid or services.
- .2 Request for a fair hearing is a written notification from a claimant filed at any office of the State Department of Social Welfare that claimant is dissatisfied and wants the State Department of Social Welfare to take action concerning the reasons for his dissatisfaction.
- .3 Filing date of the fair hearing is the date the request for fair hearing is received in any State Department of Social Welfare office.
- .4 Claimant is a person who has requested a fair hearing and is either:
- .41 An applicant for aid or services;
 - .42 A recipient of aid or services;
 - .43 A representative or heir of a deceased applicant or recipient;
 - .44 An adult child of an OAS applicant or recipient who has been determined to be liable for the full or partial support of a parent;
 - .45 The representative or heir of an adult child of an OAS applicant or recipient who has been determined to be liable for the full or partial support of a parent.

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22-001 (Cont.)	FAIR HEARING FAIR HEARING - GENERAL	Regulations
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22-001 DEFINITIONS - FAIR HEARING (Continued) 22-001

.5 Authorized representative is an individual, including an attorney-at-law, firm or organization that has been authorized in writing by the claimant or is authorized in person by the claimant at the hearing to act for and represent him in all aspects of the fair hearing. The written authorization may be any statement addressed to this department and signed by the claimant, which names the individual, firm or organization authorized to act for him.

.6 Referee is a person assigned by the State Department of Social Welfare to conduct fair hearings and prepare proposed decisions.

22-003 RIGHT TO FAIR HEARING 22-003

.1 A dissatisfied claimant may seek an adjustment by the county welfare department administering aid or may ask the State Department of Social Welfare to review his case. He is not required to exhaust county adjustment procedures before applying to the State Department of Social Welfare.

.11 Requests for Review

Requests to the State Department of Social Welfare for review may be either requests for a fair hearing, or requests for assistance in obtaining an adjustment without a hearing. Having chosen either procedure, the claimant may change to the other procedure subject to the statutory time limitation for filing a request for a fair hearing. Hearings shall not be delayed or canceled without the consent of the claimant even through there is a possibility of adjustment without a hearing.

.12 Claimant Dies After Request for Fair Hearing

If a claimant dies after a request for a fair hearing has been filed and before the Director of the State Department of Social Welfare has rendered a decision in the case, the request for a fair hearing may be carried on behalf of his estate by the duly appointed legal representative of the estate, or by an heir of the deceased claimant if a legal representative has not been appointed by the court.

.13 Request for Fair Hearing After Death of Claimant

Requests for a fair hearing wherein the issue is whether and in what amount the claimant was entitled to aid, and for which there has been no determination made by the Director, may be filed after the death of the claimant on behalf of his estate, by the duly appointed legal representative of the estate or by an heir of the decedent if a legal representative has not been appointed by the court.

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Regulations	FAIR HEARING FAIR HEARING - GENERAL	22-007
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22-005 WITHDRAWAL OF REQUEST FOR A FAIR HEARING BEFORE DECISION 22-005

- .1 The claimant may withdraw his request for a fair hearing at any time before a decision is rendered by the Director of the State Department of Social Welfare. The withdrawal must be in writing and may be made either by letter or by use of a form of withdrawal provided by the State Department of Social Welfare and obtainable at county welfare departments.
- .2. In cases in which there appears to be a possibility of adjustment, the claimant may submit a conditional withdrawal which will preserve his right to file a new request for a fair hearing if he is dissatisfied with the adjustment process. No hearing shall be delayed or canceled because of the possibility of review and adjustment unless the claimant files a withdrawal or conditional withdrawal.

22-007 CLAIMANT RESPONSIBILITY 22-007

- .1 Form of Request for Fair Hearing

The claimant must submit his request for fair hearing in writing but it need not be in any particular form. A form provided by the State Department of Social Welfare and obtainable at county welfare departments may be used. It must be signed by the claimant, an authorized representative, or guardian or conservator.
- .2 The request for fair hearing should include the reasons for dissatisfaction.

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22-009	FAIR HEARING FAIR HEARING - GENERAL	Regulations
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22-009 TIME LIMIT ON REQUESTS FOR FAIR HEARING	22-009
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- .1. The request for fair hearing must be filed within one year after the order or action with which the claimant is dissatisfied.
- .2. The date of the order or action on which the request for a fair hearing is based shall be the date on which notice of such order or action was mailed to the claimant with the following exceptions:
 - .11 Where requests for a fair hearing concern the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
 - .12 Where requests for a fair hearing concern the amount of the grant, the request must be filed within one year, but the period of review will extend back to the first day of the month in which the first day of the one-year period occurred.
 - .13 If the last day of the one-year period falls on a Saturday, Sunday or holiday, the request for a fair hearing may be filed on the next business day.

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Regulations	FAIR HEARING	
	COUNTY WELFARE DEPARTMENT RESPONSIBILITY	22-021

CHAPTER 22-020 COUNTY WELFARE DEPARTMENT RESPONSIBILITY

22-021	EXPLANATION OF RIGHT TO FAIR HEARING	22-021
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- .1 The county welfare department shall explain the right to request a fair hearing as well as the right to be represented and assisted by a person of his own choosing, including legal counsel, to every applicant at the time of application, and to an adult child liable for contributions.

- .2 Written notice of the right to a fair hearing shall be included in every notification to the claimant of the granting, denial, increase, decrease, discontinuance, suspension of aid or request for repayment, and to an adult child when the determination is made that he is liable for contributions or when there is a change made in a prior determination.

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22-023

FAIR HEARING

COUNTY WELFARE DEPARTMENT RESPONSIBILITY

Regulations

22-023 COUNTY WELFARE DEPARTMENT RESPONSIBILITY PRIOR TO THE HEARING 22-023

.1 Preliminary Review

- .11 On receipt of notification by the State Department of Social Welfare that a request for a fair hearing has been filed, the case shall be reviewed at once by a person who was not involved in making the decision which led to the request to determine if adjustment through county welfare department administrative action is in order, and the county welfare department shall notify the State Department of Social Welfare immediately if there is a possibility of adjustment.
- .12 The county welfare director or a person specifically designated by him shall be responsible for the activities connected with each fair hearing to assure compliance with these regulations, to the end that unnecessary hearings are eliminated whenever possible without depriving any person of his right to a fair hearing.
- .13 Special attention shall be given in this process to discover:
 - .131 Failures of communication between claimant and worker.
 - .132 Erroneous application of law or regulations.
 - .133 Instances of incomplete casework.
- .14 Prior to the preparation of the Basis of Action as described below, the county welfare director or the person designated by him shall complete an independent and impartial review of the case and shall note in the case record that adjustment without hearing is not indicated from the county welfare department's point of view.

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Regulations FAIR HEARING
COUNTY WELFARE DEPARTMENT RESPONSIBILITY 22-023 (Cont.)

22-023 COUNTY WELFARE DEPARTMENT RESPONSIBILITY PRIOR TO THE HEARING (Continued) 22-023

.2 The Basis of Action

- .21 Within fifteen days after the receipt of notification that a request for a fair hearing has been filed, the county welfare department shall send to the claimant and to the State Department of Social Welfare copies of a summary entitled Basis of Action, which shall be reviewed by the county welfare director or the person designated by him, and which shall contain:
- .211 A statement of the county welfare department action or actions on which the request for a fair hearing is based, and the date of the action.
- .212 An explicit statement in nontechnical language of the specific reasons for the action taken by the county welfare department and of the facts on which the action was based.
- .213 Citations of statutory and regulatory authority used to support the action.
- .22 If, prior to the hearing, the county welfare department determines that the claimant's eligibility on some point other than that mentioned in the Basis of Action is in question, the county welfare department shall send to the claimant and to the State Department of Social Welfare a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing.

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22-023 (Cont.) FAIR HEARING Regulations
COUNTY WELFARE DEPARTMENT RESPONSIBILITY

22-023 COUNTY WELFARE DEPARTMENT RESPONSIBILITY PRIOR TO THE HEARING (Continued) 22-023

.3 Preparation for the Hearing - Prior to the fair hearing, the county welfare department shall:

.31 Hold a final interview between the county welfare director or other person to whom he has delegated the responsibility for the fair hearing, with the claimant to assure

.311 that there is no misunderstanding, circumstance, or question that might be cleared to his satisfaction so as to eliminate the necessity of the hearing;

.312 that the claimant clearly understands the basis of action and desires a hearing.

.313 In cases in which the sole issue is degree of blindness or degree of disability, the final interview may be omitted in the discretion of the person charged with the duty of conducting it if:

(1) There have been no developments since the filing of the request for hearing that should be discussed; and

(2) On the basis of the specific case record, a further interview appears to be a useless act.

.32 Review the applicable law, regulations, and policies in the light of the evidence. When the State Department of Social Welfare assistance is required to clarify any question of interpretation or evaluation of any of these factors, such assistance should be sought without delay.

.33 Evaluate, and organize the oral and written evidence, and make a plan for its presentation in a systematic fashion, so that full presentation may be made without unnecessary duplication or delay.

.34 Arrange for attendance of all required witnesses and the availability of all necessary documents to carry out the plan.

.35 If the issue is:

.351 amount of aid;

.352 grant adjustment; or

.353 demand for repayment;

prepare a complete final budget computation, month by month, for the period subject to review, and up to the date of hearing.

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22-023 COUNTY WELFARE DEPARTMENT RESPONSIBILITY PRIOR TO THE HEARING (Continued) 22-023

- .36 Continue to remain in touch with the claimant, and to report without delay to the Chief Referee of the State Department of Social Welfare any change in the circumstances of the applicant or recipient, or in his address, or in any other area which might affect the necessity for or conduct of the hearing. This responsibility continues after the hearing, and at least until a decision is rendered.
- .37 Arrange to have present at the hearing a county welfare department representative with full authority to make binding agreements and stipulations on behalf of the county welfare department.

22-025 HEARING NOT HELD IN COUNTY RESPONSIBLE FOR AID 22-025

- .1 If the hearing is to be held in a county other than the responsible county, the welfare department of the latter county may elect any of the following procedures;
 - .11 send a welfare department representative, with the case record, to the hearing; or
 - .12 include in the Basis of Action all of the information in the county welfare department's possession regarding the point or points at issue, both supporting and opposing the county welfare department's action, together with relevant dates and any argument the county welfare department desires to make and conclude with the statement that the county welfare department rests its case on the Basis of Action; or
 - .13 send the case record, containing all relevant information in the county welfare department's possession, to the welfare department of the county in which the claimant is living, with the request that the second county welfare department represent the responsible county at the hearing. Such request should be made in sufficient time to allow the second county welfare department to arrange such representation or notify the first county welfare department of its inability to act. The first county welfare department would then, necessarily, follow one of the other two procedures.

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22-027 FAIR HEARING COUNTY WELFARE Regulations
DEPARTMENT RESPONSIBILITY

22-027 COMPLIANCE WITH THE STATE DEPARTMENT OF SOCIAL WELFARE 22-027
DECISIONS

- .1 Within 30 days after the mailing of notice of the decision (excepting decisions rendered in appeals by an adult child liable for contributions) to the county welfare department, the latter shall comply with the decision and shall notify the State Department of Social Welfare of the date and manner of compliance. If the decision is in favor of the claimant on the issue involved, but aid has not been paid by the county, the notice to the State Department of Social Welfare shall include a brief statement of the new issues which resulted in further denial of aid. Intention to request a rehearing in the future shall not constitute cause for failure to comply with the order set forth in the decision.
- .2 Within 30 days after the mailing to the county welfare department and the adult child, of the decision in cases involving an adult child liable for contributions to a parent, and in the event the adult child has not complied with the decision, the county welfare department shall initiate, through the appropriate county officer or agency, the legal action that is necessary in order that the adult child shall comply with the decision within a reasonable period of time.

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Regulations	FAIR HEARING STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY	22-047
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CHAPTER 22-040 STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY

22-041 EXPLANATION OF RIGHT TO FAIR HEARING 22-041

- .1 Each claimant shall be given information concerning informal review and the fair hearing process including a full explanation of:
 - .11 His rights and responsibilities in a hearing including representation by legal counsel of his own selection:
 - .12 How to prepare for the hearing.

- .2 Each claimant shall be given reasonable assistance in preparation for the fair hearing.

22-043 ACKNOWLEDGEMENT OF REQUESTS FOR FAIR HEARING 22-043

- .1 Within three working days of the date a request for fair hearing is filed with the State Department of Social Welfare, the request shall be acknowledged by a written communication to the claimant and to the county welfare department.
- .2 The claimant shall also be provided with a brochure explaining the fair hearing process.

22-045 SETTING THE HEARING 22-045

- .1 Date of Hearing - The State Department of Social Welfare shall schedule the fair hearing to commence not more than forty-five days following filing date of the request for fair hearing.

For good cause a hearing may be continued or postponed for a period not to exceed 30 days.
- .2 Place of Hearing - The place of hearing shall be the county seat of the county in which the claimant is living at the time of the hearing, unless the county seat is unsuitable due to the health of the claimant, transportation problems, convenience of witnesses or other causes. The place of hearing shall be convenient to claimant's home. The hearing may be held in the claimant's home if he is unable to leave the home.
- .3 Notification - The State Department of Social Welfare shall mail or deliver to the claimant and his authorized representative, if any, and the county a written notice of the time and place of the hearing not less than 10 days prior to the hearing.

22-047 HEARING CONDUCTED BY THE STATE DEPARTMENT OF SOCIAL WELFARE 22-047

All hearings shall be by the referee unless the Director orders that it shall be conducted by himself or by the administrative adviser of the department in behalf of the Director.

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22-049

FAIR HEARING STATE DEPARTMENT OF
SOCIAL WELFARE RESPONSIBILITY

Regulations

22-049 THE HEARING - GENERAL RULES AND PROCEDURE

22-049

- .1 Attendance at a hearing shall be limited to those directly concerned, namely, the claimant and his representative and witnesses; representatives of the county welfare department; the State Department of Social Welfare representatives and the referee.

The referee, or other person conducting the hearing, shall exclude unauthorized persons from the hearing unless both principals agree to their presence. Appearance by the claimant (in person or by representative) is required at the hearing. County welfare department representation is also required. (See Sec. 22-025, Hearing Not Held in County Responsible for Aid.)

- .2 The hearing shall be conducted in an impartial and in a relatively informal manner in order to encourage free and open discussion by participants. At the same time, the referee shall control the hearing to insure that each person has the right to speak without unreasonable interruption. All testimony shall be submitted under oath or affirmation.
- .3 The proceedings at the hearing shall be reported by a phonographic reporter or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction or transcription.
- .4 The general character of the hearing shall be that of a conference rather than of a court proceeding. The referee shall not be bound by the rules of procedure or evidence applicable in courts.
- .5 The claimant shall, upon request, be given the opportunity to examine, before and during the hearing, all evidence used by the county welfare department to support its decision and all documentary evidence that will be used at the hearing.
- .6 At the request of the claimant or the county welfare department or on the initiative of the State Department of Social Welfare, subpoenas may be issued requiring the presence of witnesses or the production of documents at the hearing. The party requesting the subpoena is responsible for service and fees.

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 Regulations FAIR HEARING 22-053

STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY

22-051 CLAIMANT LIVING OUTSIDE OF CALIFORNIA 22-051

.1 When a request for fair hearing is received from a person living outside of the state, it shall be acknowledged and reported in the same manner as other requests for fair hearing. Unless the claimant voluntarily offers to return to California for the hearing or authorizes a representative in California, the county welfare department shall be advised that the hearing will be processed by questionnaire.

.2 A questionnaire consists of a written series of questions to be answered by claimant in writing and sworn to before a notary. The completed questionnaire properly attested and submitted shall constitute his appearance and testimony in the hearing. The questions to be included in the questionnaire are to be prepared jointly by the county welfare department and the State Department of Social Welfare.

It shall be the responsibility of the State Department of Social Welfare to initiate discussion with the county welfare department regarding preparation of the questions to be included. The county welfare department shall submit the questions it wants answered.

.3 To meet statutory requirements for fair hearings, the questionnaire should be in the hands of the claimant on or before the 45th day after the request for fair hearing is filed.

22-053 CONTINUANCE FOR ADDITIONAL EVIDENCE 22-053

.1 If, after a hearing has begun, the referee conducting the hearing determines that additional evidence not available at the hearing is necessary for the proper determination of the case he may in his discretion:

.11 Continue the hearing to a later date. In connection therewith he may order further investigation and may direct either party to produce the additional evidence.

.12 Close the hearing but hold the record open for not to exceed thirty days in order to permit the reception of additional documentary evidence. Any material submitted after the close of the hearing shall be made available both to the county welfare department and to the claimant and each shall have the opportunity for rebuttal. The referee conducting the hearing may order a further hearing if the nature of the additional information or the refutation thereof makes a further hearing desirable.

CONTINUATION SHEET
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----- FAIR HEARING -----
22-055 STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY Regulations

22-055 DISMISSAL

22-055

- .1 A request for a fair hearing shall not be dismissed without hearing unless the claimant either withdraws or abandons the request.
- .2 A withdrawal occurs when the State Department of Social Welfare is notified in writing by the claimant that he no longer wishes a hearing.
- .3 An abandonment occurs when:
 - .31 The claimant fails to appear at the hearing and fails to respond to the department's subsequent inquiry regarding his intentions to pursue his claim.
 - .32 The claimant, having been duly notified, fails to appear at the first hearing, requests rescheduling, and fails to appear at the second hearing without adequate cause for nonappearance.
 - .33 Claimant cannot be located through his last address of record anytime after his request for fair hearing is received.

22-057 PROPOSED DECISION

22-057

- .1 Within seventy-five days after the hearing has been closed, the proposed decision shall be prepared in writing, approved by the chief referee and filed with the Director.

DO NOT WRITE IN THIS SPACE

----- CALIFORNIA-SDSW-MANUAL- 0 -----

Issue 149

Effective 10/1/66
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CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

----- FAIR HEARING -----
 Regulations STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY 22-063

22-059 DECISION BY DIRECTOR OF THE STATE DEPARTMENT OF SOCIAL WELFARE 22-059

- .1 The Director of the State Department of Social Welfare, within thirty days after receiving the proposed decision, may:
 - .11 Adopt the decision in its entirety;
 - .12 Decide the matter himself on the record, including the transcript, with or without taking additional evidence;
 - .13 Order another hearing to be conducted by himself, the administrative adviser or another referee.
- .2 The decision of the Director of the State Department of Social Welfare shall be in writing. It shall include a statement of the facts and of the statutes and regulations involved and of the reasoning which supports the decision.
- .3 No decision shall remand the case to the county welfare department for further consideration of the issues involved.
- .4 The decision shall cover only the situation pertaining during the period up to the date of the close of the proceedings before the referee and is not applicable to periods after that date where there has been a change in the circumstances involved in the decision.

22-061 NOTICE OF DECISION

22-061

- .1 Within 10 days after the decision is rendered by the Director, the State Department of Social Welfare shall mail a copy to the claimant, the county welfare director, and the county auditor. The notice of decision shall also contain a statement explaining the right to request a hearing.
- .2 If the Director decides the matter and his decision differs materially from the proposed decision, a copy of the proposed decision shall also be mailed to the claimant, the county welfare director and the county auditor.

22-063 PRESERVATION OF RECORD

22-063

- .1 The verbatim record of the testimony and exhibits, or an official report containing the substance of what transpired at the hearing, together with all papers and requests filed in the proceeding, and the referee's proposed decision shall constitute the exclusive record for decision and shall be available to the claimant and the county at any reasonable time within the retention of record's period.

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----- FAIR HEARING -----
22-065 STATE DEPARTMENT OF SOCIAL WELFARE RESPONSIBILITY Regulations-----

22-065 REHEARING

22-065

- .1 A request for rehearing must be filed in writing with the State Department of Social Welfare within 30 days after adoption by the Director or the issuance by the Director of his own decision and must contain a statement of reasons therefore.
- .2 If the request for rehearing is to permit presentation of additional evidence, the request shall:
 - .21 Describe the additional evidence;
 - .22 Show why it was not previously introduced;
 - .23 Explain its materiality.
- .3 The Director shall grant or deny the request within ten days after it is filed with the State Department of Social Welfare.
- .4 If a request for a rehearing is granted, the Director may:
 - .41 Order reconsideration of the decision on the basis of the evidence in the record;
 - .42 Order the taking of additional evidence;
 - .43 Order a entire new hearing.
- .5 A decision issued upon a rehearing shall not be subject to further hearing.
- .6 When a request for rehearing is denied, the notice of denial shall contain a statement concerning the right to judicial review, and shall advise the client that, if the court decides the case in his favor, he will be entitled to reasonable attorney's fees and the costs of suit.

22-067 STIPULATED DECISIONS

22-067

- .1 Stipulated decisions are decisions in which the county welfare department involved cannot adjust by administrative action alone. When the county welfare department determines that adjustment is possible but cannot be affected without department concurrence, the claimant is asked to sign a conditional withdrawal (Form Gen M 29A, Conditional Withdrawal of Appeal). The county welfare department then presents the facts to the State Department of Social Welfare by letter and requests concurrence in the recommended adjustment. If the State Department of Social Welfare concurs, the county welfare department is authorized to make the adjustment. (In degree of blindness appeals this process is reversed - i.e., the State Department of Social Welfare notifies the county welfare department of the result of the eye examinations and recommends adjustment, if the county agrees.)
- .2 If the adjustment is not satisfactory to the claimant, he may file a new request, reactivating his original request within 60 days of the county welfare department's notification.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

29-005 INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS Regulations
-----~~RELEASE OF AND SECURING INFORMATION FROM DEPT. OF EMPLOY.~~-----

29-005 REQUIREMENTS OF THE DEPARTMENT OF EMPLOYMENT 29-005

.1 Release of Information

The Department of Employment will release information in accordance with the following procedure and subject to the following conditions applicable to requests for information concerning recipients in the following aid categories:

- .11 Old Age Security
- .12 Aid to the Blind
- .13 Aid to Partially Self-Supporting Blind
- .14 Aid to the Disabled
- .15 Medical Aid to the Aged
- .16 General Relief, except as noted below.

- 1. The information will be used by welfare agencies for investigatory purposes only.
- 2. No subpoena will be requested for the appearance of any departmental employee (of the Department of Employment) in an administrative hearing or court action.
- 3. No subpoena duces tecum will be requested for the production of any records of the department (of Employment) in an administrative hearing or court action.

.2 Categories Not Applicable for Release of Information

The above three conditions are not applicable to requests for information relating to the following categories of aid under the provisions of Section 1573, W&IC.

- .21 Aid to Families with Dependent Children, FG and BHI.
- .22 General Relief in those cases where an AFDC application is on file but which have been granted General Relief during the AFDC 90-day waiting period where separation is the basis for deprivation.

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Regulations INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS 29-007 (Cont.)
RELEASE OF & SECURING INE. FROM DEPT. OF EMPLOY.

29-007 PROCEDURAL REQUIREMENTS

29-007

.1 Requestor Code

A six-character "Requestor Code" will be established for each county as follows:

<u>Position No.</u>	<u>Entry</u>	<u>Interpretation</u>
1	W	County Welfare Department
2)	#	Two-digit county code assigned by SDSW
3)		
4	#	<u>First digit only</u> of the numeric aid category code assigned by SDSW
5	Numeric or Alphabetic	{ To be assigned by the county to identify caseworker originating request.
6	Numeric Only	

All six positions of the "Requestor Code" must be used on all requests for information, Form DE 4773. Positions 5 and 6 of the requestor code may be varied to meet the needs of the county. Position 5 may be either an alphabetic or numeric character; position 6 must be a numeric character only. The purpose of positions 5 and 6 of the requestor code is to provide a method whereby forms returned by the Department of Employment can be identified with, and routed to the caseworker who originated the request for information, Form DE 4773. Any two-character code as described above may be used. The Los Angeles County Bureau of Public Assistance is excepted from this coding requirement since they are now functioning under a specific code.

.2 County Welfare Departments

.21 Caseworkers will initiate a request for information by completing Form DE 4773, "Request for Information," entering:

.211 Complete Social Security Account Number of the person concerning whom the information is requested, i.e., applicant, recipient or absent AFDC parent.

.212 Check mark in Item 3.

.213 Requestor code as described above.

Any Forms DE 4773 which are incomplete in any respect cannot be processed by the Department of Employment.

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

29-007 (Cont.) INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS Regulations
 RELEASE OF & SECURING INF. FROM DEPT. OF EMPLOY.

29-007 PROCEDURAL REQUIREMENTS (Continued)

29-007

.22 Completed Forms DE 4773 will be key punched in accordance with the attached key punching instructions if key punching facilities are available in the county.

.23 A control on all completed Forms DE 4773 will be maintained. This should include, or may be supplemented by, a cross-index of Social Security Account Numbers and welfare case numbers, since the name of the person concerning whom information is requested will not appear on the returned Forms DE 507, Wage and Claim Abstract, in those cases in which there is no wage or claim data available in the Department of Employment files, nor on any returned Forms DE 4989 or DE 4170. (See Section IV following.)

.24 Route all completed Forms DE 4773, whether key punched or not, to:

Department of Employment
 Data Processing Section
 800 Capitol Mall
 Sacramento, California 95814

.25 EXCEPTION

In those cases in which the applicant for public assistance alleges to have a claim on file for either unemployment or disability insurance benefits and is able to produce either an identification booklet or other notice from the Department of Employment, a request for information may be initiated through the use of Form ABCDM 2489 (DE) as described in Paragraph E, 2 through 5, of these regulations, in such cases the appropriate box in the upper left corner on the Form ABCDM 2489 (DE) will be checked and the request mailed directly to the field office of the Department of Employment indicated on the applicant's UI identification booklet or other notice from the Department of Employment concerning the establishment of a disability insurance claim. Refer to Section 29-019 concerning processes and forms applicable to this procedure.

.3 Department of Employment, Central Office

Upon receipt of Forms DE 4773 from county welfare departments, the Department of Employment will:

.31 Complete key punching as necessary, enter key punched Forms DE 4773 in the weekly electronic data processing cycle producing Form DE 507, "Wage and Claim Abstract."

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Regulations INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS 29-007 (Cont.)
 RELEASE OF & SECURING INF. FROM DEPT. OF EMPLOY.

29-007 PROCEDURAL REQUIREMENTS (Continued)

29-007

.32 If wages have been reported for the individual in the last calendar quarter of record, there will subsequently also be produced:

.321 Form DE 4989, Employer Address Slip, for any active employer,

.322 Form DE 4170, Employer Address Working Card, for any forms out-of-business employer.

.33 Forward all completed Forms DE 507, DE 4989, DE 4170 to the State Department of Social Welfare for routing to the respective counties.

.4 State Department of Social Welfare

Upon receipt of the above forms from the Department of Employment, SDSW will sort and mail to the requesting counties on a flow basis.

.5 County Welfare Department

.51 Upon return of Forms DE 507 and/or Forms DE 4989 and DE 4170, an entry will be made on the control record and the forms routed to the originating caseworker.

.52 If after review by the caseworker, additional current claim information is required, the caseworker may prepare Form ABCDM 2489 (DE) entering:

.521 Information required on the upper part of the form including county welfare department address, inquiry date, latest date of contact with the applicant, case number, name, and Social Security Account Number of the person concerning whom the information is requested, and the signature of the caseworker. The address of the county welfare department is also to be entered on the reverse of the form for return.

.522 Check mark in box opposite Section A or B as indicated on the form.

.53 Enter in control record.

.54 Route to last field office of the Department of Employment as shown on Form DE 507, or as obtained in Section 29-007.25 above. (A list of Department of Employment field offices by number and address will be supplied.)

.55 If further information is required from the Department of Employment field office, the Form DE 2489 may be resubmitted to the field office no earlier than 45 days after the date of first inquiry to the field office. (See note on Form DE 2489.)

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CONTINUATION SHEET
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 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

 29-007 (Cont.) INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS

 29-007 (Cont.) RELEASE OF & SECURING INF. FROM DEPT. OF EMPLOY. Regulations

29-007 PROCEDURAL REQUIREMENTS (Continued)

29-007

.6 Department of Employment, Field Office

Upon receipt of Forms ABCDM 2489 (DE) field offices of the Department of Employment will:

- .61 Complete entries in Section A and/or B as requested.
- .62 Return the form to the requesting county welfare department.

29-009 INFORMATION TO BE FURNISHED UNDER THIS PROCEDURE WILL INCLUDE 29-009

.1 Form DE 507, Wage and Claim Abstract

- .11 If no wage or claim data available in Department of Employment files, this form will be blank below the top line.
- .12 If wages have been reported for the SSA number indicated, they will be shown by quarter and by amount in the upper portion of the form.
- .13 If there is, or has been, a claim filed, this information will be shown on the lower portion of the form.

.2 Form DE 4989, Employer Address Slip

- .21 This form will show the name and address of any employer, referenced to the SSA number and requestor code, who reported wages in the latest calendar quarter of record.

.3 Form DE 4170, Employer Address Working Card

- .31 This form will show the employer account number of any employer, referenced to the SSA number and requestor code, who reported wages for the last calendar quarter of record, but who has since gone out of business. The name and address of such out-of-business employers will not be shown.

.4 Form ABCDM 2489 (DE)

- .41 This form will show current Unemployment or Disability Insurance payment information subsequent to the latest date of contact with the applicant, recipient or absent parent, as indicated by the date entered at the top of the form by the county welfare department.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations INTRA- AND INTERAGENCY RELATIONS AND AGREEMENTS 29-015
RELEASE OF AND SECURING INFORMATION FROM DEPT. OF EMPLOY.

29-011 ADHERENCE TO PROCEDURE AND USE OF PRESCRIBED FORMS 29-011

The Department of Employment maintains all wage and claim information through the use of electronic data processing equipment. It is, therefore, imperative that the procedures and forms prescribed by these regulations be used without exception. No requests for information can be accepted by the Department of Employment if submitted in any other manner, and form substitutions cannot be authorized except with the written permission of that department. Forms DE 4773 and ABCDM 2489 (DE) will be supplied through the Department of Social Welfare in the usual manner.

29-013 TIME REQUIREMENTS 29-013

It is anticipated that approximately ten working days will be required to process Forms DE 4773, Requests for Information, and return Forms DE 507, Wage and Claim Abstract, to the requesting county welfare departments. Forms DE 4989 and DE 4170, if required, will require approximately one additional week since they are produced through a different processing cycle in the Department of Employment electronic data processing system. The Department of Employment will process such requests on a weekly cycle; the present schedule provides for processing Forms DE 4773 on Wednesday of each week.

Approximately one week will be required for processing Forms ABCDM 2489 (DE) by the field offices of the Department of Employment.

29-015 OTHER REQUESTS FOR INFORMATION 29-015

- .1 Requests for claim and wage information which cannot be obtained through the procedure established by these regulations may be forwarded to SDSW, attention Family Services Bureau, for transmittal to the Central Office of the Department of Employment. The required information will be returned to the requesting county welfare department through the same channels.
- .2 The Department of Employment has a separate procedural arrangement with district attorneys through which information is provided to those officers. This procedure also involves the cooperation of the Failure to Provide Unit, Bureau of Criminal Identification and Investigation. The procedure established by these regulations is not to be used by district attorneys.

FACE SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JAN 29 1968

Office of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

JAN 29 1968

Office of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)

Dated: January 29, 1968

By: *John C. Smith*

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

JAN 30 1968

At 9:40 o'clock a.m.

FRANK M. JORDAN, Secretary of State

By *W.H. Sullivan*
Assistant Secretary of State

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P-150 REQUIREMENTS OF APPLICANTS FOR EXAMINATION

P-150

.1 Responsibility of Applicants

Applicants for examination shall file with the examining agency, in the time specified, the required forms and information.

.2 Application Review

The examining agency shall examine the applications of applicants and, except as provided in .3 of this section, shall reject the applications that do not show that the applicants possess the requirements established for the examination. The requirements established for an examination may include waiver of degree and experience requirements as set forth in .3 of this section.

.3 Waiver of Requirements

Among other special conditions for admission to an examination and at the discretion of the personnel executive, the possession of a required degree and up to six (6) months of any required minimum qualifying experience may be waived under the following conditions.

.31 Waiver of Degree Requirement

A degree requirement may be waived provided applicants not possessing the required degree are

- .311 currently registered in a recognized or accredited school in a program leading to the required degree;
- .312 expected to attain the required degree at the end of the school year in which the examination is administered; and
- .313 not certified for provisional or probationary appointment until such time as they provide evidence that they have attained the required degree.

.32 Waiver of Minimum Experience Requirement

Up to six (6) months of any minimum qualifying experience requirement may be waived provided applicants not meeting the full minimum qualifying experience requirement are

- .321 applying for the examination on a promotional basis;
- .322 gaining the required qualifying experience at the time the application is filed; and
- .323 not certified for provisional or probationary appointment until such time as there is evidence that they do meet the full minimum qualifying experience requirement.

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CONTINUATION SHEET
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P-180

RECRUITMENT AND EXAMINATION

Regulations

P-180 (Continued)

P-180

.2 Promotional Examinations

.21 Administration

The manner in which promotions may be made shall be set forth in rules compatible with this section and P-370.

Promotional examinations shall be based on demonstrated capacity and quality and length of employment. Promotional examinations may be competitive or non-competitive when provided for by rule.

In either case all employees promoted with probationary or permanent status shall pass an appropriate examination.

If non-competitive, promotions shall be approved by the personnel executive only on the basis of equitable consideration of the relative qualifications of employees for promotion to the new position.

.22 Preliminary Requirements

Except as provided in Section P-150.3, only employees who meet the minimum education and experience requirements for the higher class and who hold probationary or permanent status or who formerly held permanent status, shall be considered qualified for promotional examinations.

Probationary employees who have not attained permanent status in a lower class may compete in a promotional examination. However, such employees may not be certified for appointment in the promotional class until the length of the probationary period being served in the lower class meets or exceeds the length of the minimum experience requirement established for the higher class.

.23 Content of Examinations

Promotional examinations may include one or more of the following: written test, rating of training and experience, evaluation of recorded performance ratings, performance test, oral examination, or supervisory evaluation.

.3 Transfer Examinations

Employees being transferred between different related classes at substantially the same functional level in accordance with P-440 may be examined in any manner compatible with P-180.23 as determined by the personnel executive.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

P-310 ORDER OF USE OF LISTS FOR CERTIFICATION

P-310

The order of priority of eligible lists for certification and appointment purposes shall be specified by rule.

If a vacancy exists in a class for which there is no eligible list or if the eligible list contains fewer than three active eligibles, the personnel executive may prepare an appropriate list for the class from one or more existing higher or related lists. A list with fewer than three (3) active eligibles may be considered exhausted but names from higher or related lists may only be used to supplement the exhausted list.

To establish a higher or related eligible list for use in the absence of a list or as a supplement to an exhausted list for a given class, selection shall be made of lists for classes with minimum qualifications and examinations comparable to or higher than those required for the class in which the vacancy exists; and in that event only the names of those persons having qualifications required for the vacant position may be certified.

Regardless of the condition of an eligible list for a given class, nothing in this section shall be construed as preventing the appointing authority from requesting, and the personnel executive from certifying, at his discretion; the names of eligibles from a list established for a higher class to fill a vacancy in a lower class in the same series.

A waiver of certification from such a related, supplemental, higher or an appropriate list shall not affect the standing of the eligible on the original list for the class for which he was examined. The acceptance or waiver of a position offer by an eligible certified from such lists shall not affect the standing of the eligible on the original list for the class for which he was examined.

In the absence of, or as a supplement to, a list for a given class, the personnel executive may recognize as a related or higher eligible list, an eligible list established by another approved system for a comparable or higher class.

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CONTINUATION SHEET
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P-430 REINSTATEMENT

P-430

Regular appointees who resign from the service without fault or delinquency on their part may have reinstatement eligibility for a limited period which shall be set forth in rule.

Reinstatement may be made to a position in the same or a lower class in the same series from which the employee separated or to a position in a class at the same or a lower level in a related series having substantially similar duties, responsibilities and qualifications.

Such reinstatement transactions shall be subject to the approval of the personnel executive and based on adequate evidence that the applicant possesses the required skill, ability and fitness to perform the duties of the position in the class for which reinstatement is being considered.

P-440 TRANSFER

P-440

An employee may be transferred from a position in one class to a position in another class with the approval of the personnel executive. Such approval shall be granted only if the employee meets the entrance requirements established for the new class of position and qualifies in any transfer examination that may be required in accordance with P-180.3.

P-450 MOVEMENT BETWEEN APPROVED SYSTEMS

P-450

Whenever practicable in the best interest of the public career service, employees who have served under regular appointment in an approved system may be reinstated, transferred, or promoted to any other approved system in a manner consistent with P-180.2, P-180.3, P-370, P-430 and P-440.

Such intersystem movement shall be subject to the approval of the personnel executive. Except as provided herein, such approval may be granted only if the employee meets the entrance requirements established for the new class and qualifies in any examination that may be required.

The entrance requirements may be disregarded when such intersystem movement is

- .1 to a class considered by the personnel executive to be at the same or lower level in an identical, directly comparable or equivalent series; and
- .2 restricted to movement among the
 - .21 approved countywide civil service systems in California;
 - .22 California County Merit System; and from
 - .23 California State Civil Service System.

As used in this section, the term personnel executive means the personnel executive for the system to which the employee is to be reinstated, transferred or promoted.

Whenever an intersystem transfer is being considered, the candidate may be qualified for such transfer in a manner specified as appropriate for promotional examinations in accordance with P-180.23.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

P-640

CLASSIFICATION

Regulations

P-640

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

P-640

The education and experience requirements shall be considered the essential minimum requirements needed to adequately perform the duties of the positions allocated to the class.

.1 Standards

The statewide education and experience standards for classes defined in TABLE I, are set forth in TABLE II, P-820 through 873.

.2 Directly Comparable Classes

Except as otherwise provided in this section, the minimum education and experience requirements adopted by the counties and the California County Merit System for directly comparable classes shall be no less than the statewide standards.

Comparable or higher standards may be adopted by any approved countywide civil service system. Any California County Merit System county may request approval of the state department for higher qualification standards.

In given cases and for good cause shown, lesser or different requirements may be adopted, provided they are expressly approved by the state department.

Such lesser or different requirements shall be considered temporary in nature and in no case general in applicability but restricted to the county or counties for which they have been approved.

.3 Related Classes

Minimum requirements adopted for related classes shall be compatible with these standards.

.4 Other Classes

Minimum requirements adopted for all other classes shall be consistent with the duties assigned in accordance with prevailing practice.

.5 Explanation of TABLES

Definitions and terms pertinent to this section and TABLES I and II, P-820 through 873, include

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CONTINUATION SHEET
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Regulations CLASSIFICATION P-660

P-640 MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS (Continued) P-640

.51 Titles

The tables use standardized classification titles. While any county may adopt any title in lieu of any of those used herein, the standards set forth shall apply to classes which are essentially comparable by definition.

.52 Definitions

The definitions (functions or duty statements) are not intended to be all inclusive but rather a frame of reference for determining the applicability of the standards to the several levels and types of assignments commonly found in public welfare programming.

.53 Education

The education standard means successful completion in an accredited (recognized) school of the curricula leading to the degree or level of education set forth.

A "recognized school" with respect to undergraduate collegiate level education means that the school is listed in the latest available edition of the Education Directory, Part 3, Higher Education, published by the United States Department of Health, Education, and Welfare, Office of Education.

At the graduate level, a "recognized school" of social work is a school which is "accredited" by the Commission on Accreditation of the Council on Social Work Education or is listed by the Council as being in the process of accreditation.

.54 Experience

The experience standard means successful performance as a full-time employee in the amount and at the level shown. Part-time employment may be credited provided the fractional part of full-time employment it represents can be determined.

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(Pursuant to Government Code Section 11380.1)

Organization and
Administration

WELFARE PERSONNEL STANDARDS

071-06 (Cont.)

071-06 MERIT SYSTEM SALARY PLAN STANDARDS - WPS (Continued)

071-06

California County Merit System Salary Plan

EXECU- TIVE	SOCIAL SERVICES	SPECIAL SERVICES					SALARY	
		Day Care	Staff Develop.	Financial Adjustment	Community Relations	Misc.	Range	Steps
CWD V							42	1812-2208
							41.5	1768-2154
							41	1725-2101
							40.5	1683-2050
							40	1642-2000
							39.5	1603-1951
							39	1564-1903
							38.5	1527-1857
							38	1490-1812
							37.5	1454-1768
CWD IV							37	1419-1725
							36.5	1385-1683
							36	1351-1642
							35.5	1318-1603
							35	1286-1564
							34.5	1255-1527
CWD III							34	1225-1490
							33.5	1196-1454
							33	1166-1419
							32.5	1139-1385
							32	1111-1351
ACWD							31.5	1084-1318
							31	1058-1286
							30.5	1033-1255
							30	1008-1225
CWD II							29.5	983-1196
							29	960-1166
							28.5	936-1139
CWD I							28	914-1111
							27.5	891-1084
CWD I							27	870-1058
							26.5	849-1033
							26	829-1008
							25.5	810-983
							25	790-960
							24.5	771-936
							24	753-914
							23.5	735-891
							23	717-870
							22.5	700-849
CWD I							22	683-829
							21.5	666-810
							21	650-790
							20.5	634-771
							20	619-753
							19.5	605-735
							19	590-717
							18.5	576-700
							18	562-683
							17.5	548-666
CWD I							17	536-650
							16.5	523-634
							16	510-619
							15.5	498-605
							15	486-590
							14.5	474-576
							14	463-562
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CWD I							12	419-510
							11.5	408-498
							11	399-486
							10.5	389-474
							10	380-463
							9.5	371-450
							9	362-440
							8.5	353-429
							8	345-419
							7.5	337-408
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							6.5	321-389
							6	313-380
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							4.5	298-362
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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

074-00 ORIGINAL APPOINTMENTS

074-00

All appointments to positions in the county agencies exclusive of exempt positions shall be made in accordance with this rule. Selection shall be made for each position from the five highest available names on the certificate submitted in accordance with provisions of Section 073-60, Certification of Names.

In selecting persons from among those certified, appointing authority shall be permitted to examine their applications and reports of investigations and to interview them. Final selection shall be reported by appointing authority to SDSW on the appropriate personnel document.

If eligible selected declines appointment, evidence of declination shall be transmitted to examining agency for permanent record.

Before appointment eligible may be required to pass a satisfactory physical examination. (W&IC 10901, 10902)

074.30 EMERGENCY APPOINTMENTS
WPS

074-30

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments, except that all persons appointed on an emergency basis must be citizens of the United States. In no case, however, shall an emergency appointment continue for a longer period than sixty (60) days in any twelve-month period. Each emergency appointment shall be substantiated by factual written evidence that such appointment is in the public interest. When appointment is made, the SDSW shall be notified by appointing authority on the appropriate personnel document. When emergency appointment terminates, the SDSW shall be notified by appointing authority on the appropriate personnel document.

A permanent or probationary employee who has accepted an emergency appointment in a higher class shall, if he so desires, at the termination of the emergency appointment be reinstated to his former position, in accordance with Section 076-20, Reinstatement to Previous Class of Position.

(W&IC 10901, 10902)

Effective 3/1/68

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
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 (Pursuant to Government Code Section 11380.1)

Regulations

INCOME

44-111 (Cont.)

44-111 PAYMENTS EXCLUDED OR EXEMPT FROM CONSIDERATION AS INCOME
 (Continued)

44-111

AB
 ATD
 OAS
 AFDC

and Grants Under Title III

.32 Payments Under Title I or Title II of the Federal Economic
 Opportunity Act

The first \$85 plus one-half of any excess over \$85 per month of "payments" made to or on behalf of any beneficiary under Titles I or II of the Federal Economic Opportunity Act of 1964, or any program assisted under such titles is not regarded as income or resources of any beneficiary or as income or resources of any other individual. (For exception in the amount of exemption for a "resident nonprofessional" see Item b (2) below. Also, see Section 44-113 for the method to be followed in determining the amount of nonexempt income. Although Section 44-113 is generally applicable only to adult programs, the formula therein for determining non-exempt income from earnings under Titles I or II of the FEOA is also applicable to AFDC.)

The term "payments" refers to the amounts paid to individuals who are "beneficiaries" under Titles I and II of the Act (as distinguished from regular employees). The following interpretation applies in determining who are beneficiaries within the meaning of this section and the benefit payments to which the specified exemption applies:

.321 Enrollee or Student Participation in Title I Projects

Job Corps (Title I-A of the Act) and Neighborhood Youth Corps (Title I-B of the Act) enrollees are considered beneficiaries, as are students employed under the College Work Study program (Title I-C of the Act).

.322 Community Action Programs

Payments to individuals under community action programs some-
 time qualify as benefit payments to which the specified
 exemptions apply.

- a. Trainees. Community action trainees are individuals enrolled in community action training programs who do not engage in substantial work activities and do not receive their payments in the form of wages. All payments to such persons in connection with their training should be treated as benefit payments to which the specified exemptions shall be applied.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

44-111 (Cont.)

INCOME

Regulations

44-111 PAYMENTS EXCLUDED OR EXEMPT FROM CONSIDERATION AS INCOME
(Continued)

44-111

AB
ATD
OAS
AFDC

b. Resident Nonprofessionals. Resident nonprofessionals are persons so designated by community action agencies who are selected primarily on the basis of residence in a target area or membership in the target population, and who work and receive training as health aides, teacher's aides, neighborhood workers, survey workers or in similar capacities. Such persons are regarded as "beneficiaries" only on a partial and temporary basis. The first \$150 a month for each of the first 12 months of work and training as a resident nonprofessional is regarded as a benefit payment to which the specified exemptions shall be applied. If such worker is retained after the first 12 months, he is regarded as a regular employee, and his payments are considered to be wages not subject to the specified exemption.

c. Other individuals employed by community action agencies are regarded as regular employees, and their wages may not be regarded in any part as exempt payments under Title VII of the Economic Opportunity Act. (Such earnings are subject to the usual earned income exemption applicable to earnings from sources other than Titles I or II of the EOA.)

.323 Allocations, Gifts or Contributions by Beneficiaries to Other Persons

Benefit payments to which the specified exemption applies include not only earnings of the "beneficiary" within the aforementioned limitations but also allocations from such earnings made by the beneficiary to a member of his family under Section 105 (b) of Title I, and gifts or contributions made by the beneficiary to any other person from funds attributable to the beneficiary's participation in a Title I or Title II program.

.324 Grants Under Title III of the Federal Economic Opportunity Act

Grants made to a recipient under Title III of the Federal Economic Opportunity Act shall not be considered as income or resources of the recipient or his family (see Section 44-111.43 for loans under Title III).

.325 Payments/In Excess of Exemptions

Any Economic Opportunity Act ^{or grants} payments/in excess of the above specified exempt amounts are considered income to a public assistance recipient to the extent to which they are actually available to or for him.

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

40-117 WHO MAY APPLY (Continued)

40-117

AFDC

- .231 Every effort should be made to obtain the parent's signature on the application even though, in an emergency, some other person or agency signs the application.
- .232 The Child Living with a Parent or Relative - The relative shall sign the application for the family or child.
- .233 The Child Living in a Boarding Home or Institution - The application shall be signed by the parent or guardian if available.
- .234 The Family or Child Absent from the State - A request for aid is recorded as an application only if the continued absence of such family or child is beyond their control.
- .235 The Family or Child for Whom the Parent or Relative is Unavailable or Unable to Apply - A request made on behalf of a family or child or by other than the parent or relative will be recorded as an application only when:
 - a. The request is made by a guardian.
 - b. The request is made with the knowledge and consent of the parent or relative, and made by the person closest to the family or child who has knowledge of the needs of the family or child and knows of the desire of the family to apply.
 - c. The request is made by the person or agency which placed the child in a boarding home or institution.
 - d. The request is made by the representative of a public agency.
- .236 County Department Action - The county shall apply on behalf of a child in a boarding home or institution only when the parent, relative, or guardian is not available or is unable to apply.
- .237 A Child Who is Blind - A person acting on behalf of a blind child 16 years of age or over has the right to choose the type of aid for which he will apply.

AB
ATD
OAS

.3 Application Previously Denied

The individual whose application for AB, ATD, or OAS has been denied by reason of ineligibility may not again apply for the same program until the expiration of 90 days from the date the previous application was denied. The 90-day period shall be waived, with the consent of the county, or on order of the State Department of Social Welfare, or when the condition which caused his application to be denied has changed.

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

42-217 SOCIAL STUDY AND REPORT

42-217

ATD .1 Required Report and Form

A social study and report shall be completed on all applicants for Aid to the Disabled. The report shall be made on Form DA-2, Social Information Report. (See Records, Forms and Controls chapter.)

.2 Purpose and Content

The social information report supplements the medical report, provides the State Review Team with information necessary to arrive at a decision regarding the amount and kind of disability the impairment causes and helps the county staff and the team determine what services the disabled person needs. The report shall include current information concerning the person's family and living arrangements, physical appearance and personality, disability, effects of disability, etc. The social information report shall include the county's opinion as to the individual's eligibility with respect to the disability factor.

42-219 CHOICE OF MEDICAL EXAMINER

42-219

ATD For the purpose of ATD disability determination, the county shall develop a system of obtaining comprehensive medical examinations and reports.

.1 Applicant Has Personal Physician or Is Under Clinic Care

.11 The county medical consultant shall in appropriate cases determine whether the personal physician will 1) examine the applicant and complete the medical report or 2) submit to the county a summary of his clinical records. The first alternative is used for those physicians who regularly provide adequate reports promptly. The second alternative is used when the personal physician elects not to perform this service or when the treating physician, in the judgment of the county medical consultant, frequently provides inadequate reports; i.e. reports which are regularly deferred by State Disability Review Teams for additional information or reports which are not submitted promptly following examination or requests for medical information. When an independent medical examination is arranged for the applicant, he shall have the right to request that a summary report from his own physician be obtained.

.12 Where an applicant is under clinic care the medical examination and report shall be completed by a clinic physician other than an intern. If resident staff performs this service, the physician must be licensed or have a Form 180-A filed with the Board of Medical Examiners. The medical report shall be current and complete. A compilation of past treatment records will not be accepted in lieu of an adequate medical report. Past and current clinical records are useful, however, as supplementary data and should be submitted when available.

.2 Applicant Is Not Under Current Medical Care

If the applicant does not have his own physician or is not under current care in a clinic or hospital, he shall be referred to or may select a physician from an approved list developed and maintained by the county.

The list shall consist of names of approved physicians whose evaluations and reports are acceptable for administrative determinations of disability. As an alternative, the county may use the Department of Rehabilitation list of physicians.

.3 Additional Required Examinations

Additional examinations requested by the State Review Team or done in connection with a fair hearing shall not be accepted unless completed by a physician from the county's approved list.

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CONTINUATION SHEET
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44-327 DELAYED PAYMENT

AB
ATD
OAS
AFDC

When payment of a warrant is delayed because of changes in circumstances not related to continuing eligibility or to the correctness of grant, the county shall immediately take whatever action is necessary to determine the changed circumstances and then release the payment at the earliest possible date.

.1 Federal and State Participation

Federal and state participation are available in the delayed payment only if it is released within whichever of the following occurs first:

- .11 One calendar month after the county receives information indicating there has been a change in circumstances, or
- .12 The two months succeeding the month for which the payment was issued.

.2 Factors Causing Delay in Payment

Factors which may cause delay in payment within the meaning of this section include:

- .21 Change of address of recipient - warrant is returned to the auditor's office and the county is so notified.
- .22 A change in payee.
- .23 A transfer of county responsibility for aid payment - the second county inadvertently fails to begin aid on the due date and pays retroactive aid from that date.
- .24 Death of a recipient - when reissuance of the warrant is appropriate but not possible until the person entitled to the warrant is determined under Probate Law, the limitations specified in .11 and .12 above are not applicable. (See F-310.30 and F-310.32)

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations	CASE RECORDS CASE RECORDS - GENERAL	48-001 (Cont.)
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DIVISION 48 CASE RECORDS

CHAPTER 48-000 CASE RECORDS - GENERAL

48-001 COUNTY DEPARTMENT RESPONSIBILITY FOR CASE RECORDS

48-001

AB | The county is responsible for maintaining a case record for each applicant and
ATD | recipient which identifies each individual and family, their address and
OAS | household composition. For AFDC the record shall identify each child and his
AFDC | parents, their address and household composition. For OAS and AFDC
 responsible relatives shall be identified. The record shall also show:

.1 Case Records - Eligibility, Grant and Investigation

- .11 Each eligibility factor was determined as provided in the appropriate chapter of the Public Social Services Regulations; the investigation was made in accord with Section 40-155 (Principles and Methods of Investigation); the facts recorded by the applicant or recipient; the pertinent information obtained during the investigation, and the sources from which relevant data was secured.
- .12 The original or a copy of all forms completed during the initial and subsequent investigations, and forms relating to any transfer of responsibility for payment of aid between counties, correspondence to and from the county pertinent to the individual's eligibility, his grant and any activities toward meeting economic and social needs. Copies of the Form 239 or the 239A need not be retained provided the date they were mailed is recorded.
- .13 The basis for the decision that the individual met, or did not meet, the conditions of eligibility, as well as the basis for holding an application pending eligibility as provided in Section 40-171.1, Application Held Pending Eligibility.
- .14 That income and resources were explored and that the amount was computed as specified in the Income Chapter, 41-100 and the Property Chapter, 41-300.
- .15 The total needs of the individual or family under the appropriate standard and the basis for the decision that he does or does not meet the conditions under which special needs are allowed and how the money amounts allowed were determined as specified in the Needs Chapter, 44-200. For AFDC, the basis for inclusion or exclusion of persons in the Family Budget Unit. For ATD, the needs of the individual that cannot be met through the grant.
- .16 The computation of the amount of any overpayment, and the amount of repayment due, if any; a copy of any demands for repayment; the facts regarding the determination of the debtor's ability to repay and collection activity as required by Section F-420, et seq., unless this information is recorded centrally elsewhere.
- .17 The county action granting, denying, changing, withholding, canceling or discontinuing aid.

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48-001 (Cont.)

CASE RECORDS

Regulations

CASE RECORDS - GENERAL

48-001 COUNTY DEPARTMENT RESPONSIBILITY FOR CASE RECORDS
 (Continued)

48-001

AB
 ATD
 OAS
 AFDC

- .18 A narrative or text containing relevant data (including dates) secured during client or collateral contacts which does not appear elsewhere in the case record (or which is necessary to augment or reconcile data or information recorded in forms or correspondence); entries to reflect the client's reaction to or understanding of the county's interpretation of his rights and responsibilities; the name of the person responsible for each entry in the text and the date of entry.

.2 Case Records - Intraprogram Status Change

- .21 A record of any intraprogram status change as provided in Regulation 40-183, Intraprogram Status Change, and the basis, therefore, as well as the basis for the determination of the program (AB or APSB) which is more appropriate for the applicant/recipient. (See Secs. 45-029, Carrying Out the Adult Service Plan, and 40-125.6, Selection of Appropriate Program for Blind Applicants.)

AB
 ATD

.3 Case Records - Care in a Medical Institution

- .31 For the recipient 65 years of age or over who is a patient in a public or general medical institution, or in ATD, a public or private general medical institution as a result of a diagnosis of mental illness or tuberculosis. (See Secs. 42-605.2, Public Medical Institution, and 42-611.3, Patient in a General Medical Institution - Diagnosis of Tuberculosis or Psychosis.)

.311 The date of the recipient's admission to the medical institution.

.312 The estimated period of care in the medical institution.

AB
 ATD
 OAS

- .32 For a recipient who is a patient in a public or private hospital or nursing home:

.321 A statement of whether the medical facility is certified under the Medi-Cal Program as a hospital or a nursing or convalescent home.

OAS

.322 The date of the patient's admission to the medical facility, the dates of any absences from the facility, and the date of discharge.

.323 If the medical facility is a state hospital for the care of the mentally ill or the mentally retarded, pertinent information to support the determination of eligibility as provided in Department Bulletin No. 650.

AB
 ATD
 OAS
 AFDC

.4 Case Records - Certification for Medi-Cal

A record of the certification and each recertification of the recipient for medical care under the Medi-Cal Program.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations	CASE RECORDS	
	CASE RECORDS - GENERAL	48-009

48-001 COUNTY DEPARTMENT RESPONSIBILITY FOR CASE RECORDS (Continued) 48-001

AB | .5 Case Records - Services

ATD
OAS
AFDC

.51 That the service needs of the recipient were explored, a social study completed, when appropriate; the plan developed for meeting identified needs and progress of the service plan as required by the Services Chapter. Except for OAS, this includes the individual's plan for self-support.

.52 That referrals required in the Services Chapter were made. In AFDC notification or referral was made to the district attorney or notification to the court when required under Sections 42-527, Referral and Notification to District Attorney, and 42-529.1, Notification to the Court.

AFDC | .53 County efforts to assist the family toward self-maintenance and family efforts to achieve self-maintenance. (See Services Chapter.)

48-003 RETURN OF PERSONAL DOCUMENTS

48-003

AB
ATD
OAS
AFDC

Personal documents shall be returned to the applicant after the pertinent information has been recorded.

48-005 ASSIGNMENT OF STATE NUMBERS

48-005

AB
ATD
OAS
AFDC

A state number shall be assigned to each application. (See Operations Manual.)

48-007 CONFIDENTIALITY OF RECORDS

48-007

AB
ATD
OAS
AFDC

Names, addresses and all information concerning the condition or circumstances of any persons from whom or about whom information is obtained is confidential.

48-009 RELEASE OF GENERAL INFORMATION

48-009

AB
ATD
OAS
AFDC

Release of general information not identifiable with any particular family or individual is subject to no restriction.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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48-011 CASE RECORDS Regulations
CASE RECORDS - GENERAL

48-011 RELEASE OF CONFIDENTIAL INFORMATION 48-011

AB Confidential information shall be released only under the conditions specified
ATD below and as provided in W&IC 10850.
OAS
AFDC

.1 Release of Information Upon Applicant's or Recipient's Request

.11 General

Information is released upon the request of the applicant or recipient or relative caring for the AFDC child or his authorized representative (individual, corporation or association) unless the information is privileged. (See Section 48-013.1). Under these circumstances the information is released only if the consent of the other person is secured.

When the authorized representative and the applicant, recipient, or relative caring for the AFDC child are both personally present, no written authorization is required for that particular occasion.

Unless the applicant, recipient, or relative caring for the AFDC child is personally present, the individual, corporation, or association requesting information as the authorized representative, including an appellant, is required to present written authorization for release of the information requested.

.12 Authorization Time Limitation

Written authorizations shall be dated and shall expire one year from the date on which they are given unless they are expressly limited to a shorter period or expressly revoked, except that, in cases involving pending appeals or fair hearings, the time period, unless the authorization is expressly limited or revoked, shall be extended to the final disposition of the issue involved in the fair hearing by the administrative agency involved or, where applicable, by the courts.

.2 Release of Information to Other Agencies

Information requested by public and private social welfare or health agencies, and research organizations, meeting the conditions and guaranteeing the protections stated in W&IC 10850 is released without authorization of the applicant or recipient (or responsible relative for AFDC).

.3 Release of Confidential Information to Public Officials

Certain public officials, and their duly appointed agents and deputies, are entitled to examine public assistance case records (or otherwise be given confidential information), if their request relates to the exercise of official duties connected with the administration of the program. Among these officials are:

Board of Supervisors: Responsible for the administration of public assistance programs and for the expenditure of public funds in the county.

Grand Jury: May inquire into the conduct of public officers and may examine the books, records, and accounts of all county officers.

District Attorney and County Counsel: As legal advisor of the Board of Supervisors, he informs and advises grand juries, conducts prosecutions, opposes claims against the county which are believed to be unjust, etc.

Legislative Committees: May have need to examine public assistance records when evaluating the effectiveness of present public assistance laws or the need for change.

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Regulations

CASE RECORDS
 CASE RECORDS - GENERAL

48-011

48-011 RELEASE OF CONFIDENTIAL INFORMATION (Continued)

48-011

AB
 ATD
 OAS
 AFDC

The right of public officials to examine public assistance records does not exist if the request is for a purpose not directly connected with the administration of the assistance program, such as traffic violation, tax fraud investigation, etc. In case of doubt concerning the request, the problem is to be referred to the appropriate county legal officer or to the SDSW.

When public officials are given access to public assistance records, their attention shall be directed to the provisions of W&IC 10850.

.4 Subpoenas or Court Orders for Release of Information

On notice of court action ordering records to be produced, the county shall notify the appropriate legal officer with the request that action be taken immediately to safeguard the confidential nature of the records. However, if it is apparent that the court order was issued for a purpose directly connected with the administration of the program, such action is not required.

48-013 INSPECTION OF RECORDS BY APPLICANT OR RECIPIENT

48-013

AB
 ATD
 OAS
 AFDC

The applicant, recipient or his attorney or authorized representative (attorney or agent) may inspect the case records including the entire case narrative relating to the applicant or recipient which are filed in the SDSW or the county with the following exceptions:

.1 Privileged Communications

Portions of the record which qualify as "privileged communications" as defined in Sections 954 (lawyer-client), 980 (marital communications), 1040 (official information), and 1041 (identity of informer) of the Evidence Code.

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CONTINUATION SHEET
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Regulations MANAGEMENT AND OFFICE PROCEDURES 23-251
ASSIGNMENT OF STATE NUMBERS

CHAPTER 23-250 ASSIGNMENT OF STATE NUMBERS

23-251 COUNTY CODES 23-251

The following are the numbers designated for each county as the portion of the state number that identifies the county.

COUNTY	COUNTY CODE NO.	COUNTY	COUNTY CODE NO.	COUNTY	COUNTY CODE NO.
Alameda	01	Marin	21	San Mateo	41
Alpine	02	Mariposa	22	Santa Barbara	42
Amador	03	Mendocino	23	Santa Clara	43
Butte	04	Merced	24	Santa Cruz	44
Calaveras	05	Modoc	25	Shasta	45
Colusa	06	Mono	26	Sierra	46
Contra Costa	07	Monterey	27	Siskiyou	47
Del Norte	08	Napa	28	Solano	48
El Dorado	09	Nevada	29	Sonoma	49
Fresno	10	Orange	30	Stanislaus	50
Glenn	11	Placer	31	Sutter	51
Humboldt	12	Plumas	32	Tehama	52
Imperial	13	Riverside	33	Trinity	53
Inyo	14	Sacramento	34	Tulare	54
Kern	15	San Benito	35	Tuolumne	55
Kings	16	San Bernardino	36	Ventura	56
Lake	17	San Diego	37	Yolo	57
Lassen	18	San Francisco	38	Yuba	58
Los Angeles	19	San Joaquin	39	S.F. Juvenile Court	59
Madera	20	San Luis Obispo	40	L.A. Juvenile Court	60

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CONTINUATION SHEET
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23-253 AID CATEGORY CODES

23-253

.1 Case Number Format

The case number format shall be as follows:

Co - Aid - Ser - FBU - Per
 00 00 0000000 0 00

- .11 County identification; two digits
- .12 Aid category; two digits
- .13 Serial; a sequential numeric series or independent series

Under AFDC, add the following:

- .14 Family Budget Unit to identify the separate living arrangements for individuals within the AFDC case who are living in different households; one digit.
- .15 Persons number is the number assigned to the individual within the AFDC case; two digits.

.2 Basic System

The aid identification system provides for a two-digit identification of the public assistance programs now in operation and offers the opportunity for further expansion as new programs are created, and as combination of programs occur.

The basic system is mandatory on all counties and consists of the following:

<u>Program</u>	<u>Code</u>	<u>Program</u>	<u>Code</u>
OAS	10	AFDC-BHI	40
OAS-LTNG	13	AFDC-BHI-LTNG	43
OAS-RG	14	FC	45
OAS-LRR	16	AFDC-BHI-LRR	46
MN-OAS	17		
AB	20	APSB	50
AB-LTNG	23	APSB-LTNG	53
AB-RG	24	APSB-RG	54
MN-AB	27	MN-APSB	57
AFDC-FG	30	ATD	60
AFDC-RG	34	ATD-LTNG	63
AFDC-U	35	ATD-RG	64
AFDC-FG&U-LRR	36	ATD-LRR	66
MN-AFDC-FG&U	37	MN-ATD	67
AFDC Under 21	38	Title V	05
		Food Stamp	09

RG - Refuses Grant

This designation is given to those cases eligible for a grant, but refuse one when offered. They are eligible for medical assistance.

MN - Medically Needy

This is the designation for cases that are categorically linked to an aid program, but because of resources they are eligible only for medical assistance.

LRR - Lacking Residence Requirement

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Regulations	MANAGEMENT AND OFFICE PROCEDURES ASSIGNMENT OF STATE NUMBERS	23-253 (Cont.)
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23-253 AID CATEGORY CODES (Continued) 23-253

AFDC Under 21

This is the designation used for those clients in an AFDC family, between the ages of 18 and 21, not in school and not in a work and training project. They are eligible for medical assistance.

LTNG - Long Term Nongrant

This designation is used for those cases that would receive a grant except that they are in long-term institutional care and have sufficient income to meet the reduced maintenance need.

FC - Foster Child

This designation is used for children whose needs are met in whole or in part by public funds.

.3 Title V Work Experience Program

The aid category designator for this group is 05.

All participants who are currently assigned case numbers will not need another serial number or aid category number during their Work Experience Training Participation. They will continue to use the current number.

The 05 designator is special for program participants who are not public welfare assistance recipients and who need a case number for Title V payroll identification.

.4 Food Stamp Program

The aid category designator for this group is 09. It is a special number for program participants who are not public welfare assistance recipients and who need a case number.

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CONTINUATION SHEET
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23-253 (Cont.) MANAGEMENT AND OFFICE PROCEDURES Regulations

 ASSIGNMENT OF STATE NUMBERS -----

23-253 AID CATEGORY CODES (Continued) 23-253

5 Assignment of Numbers in the Aid Category

Counties shall adhere to the assignment of numbers in the aid category master chart in this section. There are two kinds of aid category designators. One is mandatory which must be used by all counties and for which there is no substitution. The other is optional (nonmandatory). Optional numbers are assigned for a specific identification. Counties may or may not elect to use these numbers. These numbers cannot be used for any other identification and no other numbers in the master chart (assigned or unassigned by SDSW) can be used for the specific identification. Counties planning on using the optional numbers should notify SDSW about the details.

The master chart shows the mandatory numbers in one kind of print type and the optional numbers in another. To further differentiate these two, optional number blocks contain the letters "OP."

The first group of optional numbers 11, 21, 31, 41, 51 and 61 are used to identify "services only cases." These cases do not have a currently authorized money grant.

Option Number 32 is used to identify the AFDC cases which have modified payments to the vendor.

Option Number 42 is used to identify the federal AFDC-BHI cases, if the county desires to readily identify the federal from the nonfederal AFDC-BHI cases. Currently with Number 42, the Number 40 must be used to identify the nonfederal AFDC-BHI cases. Ordinarily both federal and nonfederal AFDC-BHI cases are identified by the single mandatory Number 40.

The last group of optional numbers are 19, 29, 39, 59, 69, 89, and 99. The first six numbers identify the aid category cases which also receive county funds. Number 99 is used for Miscellaneous GR.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations MANAGEMENT AND OFFICE PROCEDURES 23-253
ASSIGNMENT OF STATE NUMBERS

23-253 AID CATEGORY CODES (Continued) 23-253

.6 Aid Category Master Chart

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE											
AID CATEGORY MASTER CHART											
Elite Type - Mandatory						Micro Type - Optional					
00	OAS 10	AB 20	AFDC-FG 30	AFDC-BHI 40	APSB 50	ATD 60	70	80	GHR 90		
01	Services Only 11 OP	Services Only 21 OP	Services Only 31 OP	Services Only 41 OP	Services Only 51 OP	Services Only 61 OP					
02			Modified Payments (to vendor) OP 32	AFDC-BHI Federal 42 OP							
03	OAS-LTNG 13	AB-LTNG 23		AFDC-BHI LTNG 43	APSB-LTNG 53	ATD-LTNG 63					
04	OAS-RG 14	AB-RG 24	AFDC-RG 34		APSB-RG 54	ATD-RG 64					
TITLE V 05			AFDC-U 35	FC 45							
06	OAS-LRR 16		AFDC-FG&U LRR 36	AFDC-BHI LRR 46		ATD-LRR 66					
	MN-OAS 17	MN-AB 27	MN-AFDC FG&U 37		MN-APSB 57	MN-ATD 67					
			AFDC Under 21 38								
FOOD STAMP 09	OAS-GR* 19 OP	AB-GR* 29 OP	AFDC-GR* 39 OP			ATD-GR* 69 OP			MISC-GR* 99 OP		
OP = OPTIONAL * Indicates 2nd digit cross reference											

23-255 COUNTY SERIAL NUMBERS 23-255

Case serial numbers used in the "state number" shall be assigned by the county to applications in numerical sequence beginning with the number following the last number assigned. In no event may the serial number exceed seven digits. If a case serial number was previously assigned, use the former case serial number except that a new number may be assigned if the case record bearing the former number has been destroyed under the provision of W&IC 10851. Counties changing from an independent series for each program to a single sequential series shall notify SDSW and indicate the anticipated effective date.

23-257 ALL SDSW PERMANENT SAMPLE CASES 23-257

A permanent sample case which changes aid categories and is renumbered does not necessarily become a sample case in the new aid. For instance, a case going from OAS (10) to ATD (60) will get a new aid category number and to avoid duplication in ATD should get a new serial number. (Unless the county uses a single numerical sequence which eliminates the possibility of serial number duplication.) If the new serial number ends in an ATD sample case number then it becomes an ATD sample case.

If the county renumbers the cases within an aid category in order to use single sequential serial numbers for all aid categories or for other reasons, it must plan to renumber the cases so as to assure continued identification of these sample cases in the aid categories. A copy of the cross-reference list, duplicate deck of IBM cards, or a magnetic tape with number conversion tables must be sent to SDSW. Counties must notify SDSW of their plan for continued identification of the permanent sample in advance.

23-259 PUNCHED CARD FORMATS 23-259

Revised Card Formats for those reports that may be submitted on punched cards will be issued by SDSW Data Processing Systems Bureau.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

MANAGEMENT AND OFFICE PROCEDURES
Regulations DESTRUCTION OF CASE RECORDS 23-353

Chapter 23-350 DESTRUCTION OF CASE RECORDS

23-351 DESTRUCTION OF CASE RECORDS - GENERAL 23-351

AB The confidential nature of records is to be safeguarded when such records are
ATD destroyed. Any personal documents contained in case records to be destroyed
OAS shall be returned to the former recipient or his family if his whereabouts is
AFDC unknown.

That part of the case record which constitutes the case history is subject to destruction only in accordance with W&IC 10851.

Those items in the case record which are not a part of the case history are subject to destruction in accordance with either W&IC 10851 or the retention schedule.

23-353 DEFINITION OF CASE HISTORY 23-353

AB The case record items which constitute the case history are:

ATD
OAS
AFDC

.1 Narrative

Narrative, as described in Section 48-001.118.

.2 Supporting Documents

Supporting documents are those necessary to support the grant or denial of aid and include the following:

- .21 The application (Form ABCDM 200 or CA 200)
- .22 Affirmation of Eligibility (Forms 201 and 201A)
- .23 Reaffirmation of eligibility (Forms 206)
- .24 Verification, when required, of blindness, incapacity, age, residence (except for AB), ownership and value of real and personal property, income and needs, and Work Capacity and Employment Opportunities (Form BL 281).
- .25 Documents on which the county authorized the granting or denying of an application or request for restoration, or increased, decreased, canceled, discontinued, or restored aid.

.3 Overpayment information

Overpayment information as itemized in Section 48-001.117.

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

	MANAGEMENT AND OFFICE PROCEDURES	
23-355	DESTRUCTION OF CASE RECORDS	Regulations
23-355	RETENTION SCHEDULE	23-355

AB All case record items are to be retained as if they were a part of the case
ATD history except for items listed with specific retention periods.
OAS

AFDC The following items or substitutes approved by the SDSW may be removed from
 the case record and destroyed at the expiration of the time periods stated:

- a. Forms ABCD 215, CA 281 and 282 - three years.
- b. Form 278L - four years, except that when this is the only individual record of payment, it must be retained for five years after the last aid payment to the recipient or for two years after the date of his death. (See Fiscal Manual Sections F-210.15 and F-210.40)

Form 278M - until written notification is received from SDSW that these forms may be destroyed.

- c. Correspondence (except supporting documents) - three years.
- d. Warrant hold and release notices - two years.
- e. Form 239 - No retention required.
- f. Form 158 or CA 241 for AFDC - four years.
- g. All documents which are involved in any way in judicial proceedings shall be retained until the issue is resolved.
- h. Form AG 224 - three years
- i. Form AG 225 - three years

23-357 ATD CASE RECORDS

23-357

ATD | .1 SDSW Responsibility

- .11 Group I cases are destroyed immediately following determination of eligibility.
- .12 Group II cases and denials are retained for two years following action by the review teams.

.2 County Responsibility

Counties are to retain in their files copies of all original documents forwarded to the SDSW.

 Recodified Effective 3/1/68

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

MANAGEMENT OF OFFICE PROCEDURES
23-359 DESTRUCTION OF CASE RECORDS Regulations

23-359 COUNTY RESPONSIBILITY FOR INDEX FILES 23-359

AB The county shall establish and maintain index files to identify active and
ATD inactive agency records, relating to persons applying for or receiving
OAS aid or services and their spouses (AB, ATD, OAS), and their children (AFDC).
AFDC

23-361 COUNTY RESPONSIBILITY FOR CONTROL FILES. 23-361

AB The county is also responsible for maintaining necessary control files to
ATD insure that required actions are taken when due. These include:
OAS
AFDC

- a. Pending applications, reapplications, and requests for restoration
- b. Reinvestigation of eligibility
- c. Determination of Degree of Blindness
- d. Determination of Disability
- e. Transfer to or from another county
- f. Anticipated changes in need, income, efforts toward self-support or other eligibility factors
- g. Collection Activity (See Fiscal Manual)
- h. Service cases and activities

AFDC i. Birth, 6, 13, 16, 18 and 21st birthdays

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations	MANAGEMENT AND OFFICE PROCEDURES FORMS MANAGEMENT	23-401
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CHAPTER 23-400 FORMS MANAGEMENT

23-401 REQUIRED FORMS - NO SUBSTITUTES PERMITTED	23-401
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<u>AB</u> <u>ATD</u> <u>OAS</u> <u>AFDC</u>	A required form is a state form not subject to change except by SDSW. Forms may be purchased directly from SDSW or may be reproduced by the county without change at its own expense.
--	---

.1 Standardization of Forms

Reasons for requiring a standardized form, with no variation, include:

- .11 The law requires a standardized form.
- .12 More than one county or agency is involved.
- .13 There has been serious legislative concern about the form.
- .14 Uniformity is necessary in gathering and reporting statistical data.
- .15 The Federal Government requires a standard form.

.2 The following forms, completed in accord with instructions for their use are required and no substitutions are permitted (see Appendix, PSS Manual).

- | | |
|---------------------|--|
| ABCDM 200 | Application for Public Social Service |
| ABCD 215 | Notification of Transfer |
| SSA 1610 | Request for Information by State Public Agency |
| DPA 6 | State Department of Social Welfare Appeal as to Responsibility for Support |
| 10-611 | Application for Search of Federal Census Records |
| <u>AB</u> ABD 235 | Certification from State Department of Mental Hygiene of Applicant's Release from State Hospital |
| <u>ATD</u> | |
| <u>AB</u> BL 201 | Applicant's Affirmation of Eligibility for Aid to the Blind |
| BL 227 | Physician's Report of Eye Examination |
| BL 227A | Optometrist's Report of Eye Examination |

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

23-401 (Cont.)	MANAGEMENT AND OFFICE PROCEDURES FORMS MANAGEMENT	Regulations
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23-401 REQUIRED FORMS - NO SUBSTITUTES PERMITTED (Continued)	23-401
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<u>ATD</u>	DA 201	Applicant's Affirmation of Eligibility for ATD
	DA 1	Medical Report
	DA 1A	Psychiatric Report
	DA 1B	Determination of Onset of Disability - Medical Report
	DA 2	Social Information Report
	DA 2B	Determination of Onset of Disability Report
	DA 3	Certificate of Disability
<u>OAS</u>	AG 201	Applicant's Affirmation of Eligibility for OAS
	AG 201A	Applicant's Affirmation of Eligibility for OAS
	AG 224	Preliminary Statement of Responsible Relative Under OAS Law
	AG 225	Statement of Responsible Relative Under Old Age Security Law
<u>AFDC</u>	CA 200	Application for AFDC
	CA 201	Affirmation of Eligibility for AFDC
	CA 290	Financial Statement of Absent Parent
	CA 256	Request to OASI Field Office for Information (Absent Parents)
	CA 330	Referral to Department of Employment
	CA 331	Notice of County Welfare Actions
	CA 333	Report to County Welfare Department

In addition to the above required forms relating primarily to social services operations, there are required forms contained in other SDSW manuals and regulations.

23-403 REQUIRED FORMS FOR WHICH SUBSTITUTE MAY BE USED	23-403
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<u>AB</u>	The following forms are required to be completed for the purposes indicated in the instructions for their use except that the county may use a substitute form which provides substantially the same information. State approval of substitute forms is necessary only when designated by asterisk (see Appendix, PSS Manual).
<u>ATD</u>	
<u>OAS</u>	
<u>AFDC</u>	

ABCDM 228	Applicant's Authorization for Release of Information
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ABCD 239	Notice of Action
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**FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations MANAGEMENT AND OFFICE PROCEDURES
FORMS MANAGEMENT 23-403 (Cont.)

23-403 REQUIRED FORMS FOR WHICH SUBSTITUTE MAY BE USED (Continued) 23-403

<u>AB</u>	ABCD 278L*	List of Authorizations to Start, Change, Stop, or Deny Aid Payments
<u>ATD</u>	ABCD 278M*	Authorization to Start, Change or Stop Aid Payments
<u>OAS</u>	DPA 5	Summary of Letters of Guardianship or Conservatorship
<u>AFDC</u>	DPA 8	Notice to Applicant Who Withdraws Application
<u>AB</u>	ABD 231	Certificate of Delivery of Payment of Aid
<u>ATD</u>	ABD 236	Certification of Patient Status in a Public Medical Institution
<u>OAS</u>	<u>AB</u> BL 158	Budget Work Sheet - Aid to the Blind
	BL 206	Recipient's Reaffirmation of Eligibility for Aid to the Blind
	BL 239	Notice of Action - Aid to the Blind Recipient Living in Own Home or Board and Room Arrangement
	BL 239A	Notice of Action - Aid to the Blind - Recipient in Out-of-Home Care Facility
	BL 239C	Important Notice to all Recipients of Aid to the Blind
	BL 281	Work Capacity and Employment Opportunities
<u>ATD</u>	DA 4	Transmittal of ATD Reports
	DA 158	Aid to the Needy Disabled - Budget Work Sheet
	DA 206	Recipient's Reaffirmation of Eligibility for Aid to the Needy Disabled
	DA 239	Notice of Action - Aid to the Needy Disabled
	DA 239C	Important Notice to all Recipients of Aid to the Needy Disabled
<u>OAS</u>	AG 158	Budget Worksheet - OAS
	AG 206	Recipient's Reaffirmation of Eligibility for Old Age Security
	AG 239	Notice of Action - Old Age Security
	AG 239A	Notice of Action - Old Age Security
	AG 239C	Important Notice to all OAS Recipients
	AG 246	Notification of County Finding of Liability of Responsible Relative

*Use of substitute requires prior SDSW approval.

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23-403 (Cont.)	MANAGEMENT AND OFFICE PROCEDURES	
	FORMS MANAGEMENT	Regulations

23-403 REQUIRED FORMS FOR WHICH SUBSTITUTE MAY BE USED (Continued) 23-403

AFDC		
CA 239	Notice of Action - Aid to Families with Dependent Children	
CA 239C	Important Notice to all AFDC Recipients	
CA 241*	Budget Work Sheet - Aid to Families with Dependent Children	
CA 243*	Medical Report Form, Parts I and II	
ABCDM 272	Referral to District Attorney for Action on Suspected Fraud	
CA 281*	Family Composition Record	
CA 282*	Employment Counseling Information	
CA 283*	Real Property	
CA 284*	Personal Property	
CA 321	Notification of AFDC Assistance, Divorce or Separate Maintenance Action, W&IC 11485	
CA 322	Notification of Divorce or Separate Maintenance Action, W&IC 11485	
CA 323	Notification of District Attorney on Desertion or Abandonment, W&IC 11476	
CA 324	Referral to District Attorney for Action on Desertion or Abandonment, W&IC 11476	

*Use of substitute requires prior SDSW approval.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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Regulations

MANAGEMENT AND OFFICE PROCEDURES
FORMS MANAGEMENT

23-405

23-405 RECOMMENDED FORMS

23-405

AB | The following forms are recommended because they provide a convenient means of
ATD | securing and recording information required for most cases, or they serve as
OAS | useful guides or worksheets to the orderly securing and recording of necessary
AFDC | information.

<u>AB</u>	BL 202	Report of Investigation
	BL 203	Real Property Summary
	BL 203A	Property Reserves Summary
	BL 203B	Income - Summary
<u>ATD</u>	DA 202	Report of Investigation
	DA 203	Summary of Information - Real Property
	DA 203A	Summary of Information - Property Reserves
	DA 203B	Summary of Information - Income
	AGD 221	Affirmation Regarding Residence of Applicant
<u>OAS</u>	AG 202	Report of Investigation
	AG 203	Real Property Summary
	AG 203A	Property Reserves Summary
	AG 203B	Income Summary
	AG 203C	Responsible Relatives Summary
	AGD 221	Affirmation Regarding Residence of Applicant

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(Pursuant to Government Code Section 11380.1)

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FEB 29 1968

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(GOV. CODE 11380.1)

FEB 29 1968

Office of Administrative Procedure

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Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)

Dated: February 28, 1968

By: *J. C. M.*

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

FEB 29 1968

A 3:35 o'clock P. M.

FRANKLIN JORDAN, Secretary of State

By: *J. P. Sullivan*
Assistant Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

42-521 COUNTY RESPONSIBILITY FOR LOCATING ABSENT PARENT

42-521

AFDC The county welfare department has a joint and continuing responsibility with other agencies to obtain ^{support from} the absent parent of any child for whom an application for public assistance has been made. It shall provide the Department of Justice with such information as requested by that department pertaining to the location of absent parents and shall make maximum use of the Central Registry of the Department of Justice for this purpose. All information in the Central Registry is confidential and shall be available only to locate absent parents and to enforce liability for the support of children.

42-522 ABSENT PARENT CLASSIFICATIONS

42-522

AFDC When an application for AFDC based upon the absence of a parent is made, the whereabouts of the absent parent shall be considered to be either:

- .1 Known - whereabouts is known when the county welfare department has verified, or has reason to believe that it can verify, where he is either living or working;
- .2 Unknown - whereabouts is unknown when the county welfare department has taken appropriate action to locate the absent parent but has been unable to learn where he is either living or working. Appropriate action may include sending to Central Registry an inquiry for information or requesting the District Attorney to locate the absent parent. See Central Registry Handbook for instructions.
- .21 - An absent parent's whereabouts must be considered unknown when the county welfare department has been unable to verify his employment or residence within 45 days from the date the application for public assistance was signed.

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

42-523 WHEREABOUTS OF ABSENT PARENT KNOWN

42-523

AFDC When the whereabouts of the absent parent is known, the county welfare department shall:

- .1 Carry out its responsibilities listed in Sec. 42-515 and 42-517;
- .2 Complete and forward to the Central Registry a Master File Card. See Central Registry Handbook for instructions.

42-524 WHEREABOUTS OF ABSENT PARENT UNKNOWN

42-524

AFDC When the whereabouts of the absent parent is unknown, the county welfare department shall immediately:

- .1 Complete and forward to the Central Registry a Master File Card. See Central Registry Handbook for instructions.
- .2 Refer the case to the District Attorney. The referral shall include all information received from any source concerning the whereabouts of the absent parent and a summary of the county welfare department's records pertaining to the absent parent.

Effective 5/1/68

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

40-181 CONTINUING ACTIVITIES AND INVESTIGATION

40-181

AB
 ATD
 OAS
 AFDC

.1 General County Responsibility

- .11 The county paying aid is responsible for continuing investigation to insure payment only to eligible recipients in the correct amount, to assist recipients to meet their financial and service needs as fully as possible, and to make maximum use of their resources and capacities. The decision as to the frequency of investigation is based upon consideration of all pertinent circumstances in each case. The reinvestigation shall not interfere with the prompt payment of aid unless there are reasonable grounds to suspect that a change has occurred which may result in ineligibility or in overpayment which could not be adjusted within the adjustment period.

Aid shall not be withheld, suspended, or discontinued without compliance with Section 44-325.42 and 44-325.43.

In AB or ATD when disability or blindness is the only eligibility factor that is in question the person shall be considered medically eligible until such time as an official notification from the State Department of Social Welfare declaring him ineligible is received by the county.

- .12 The county is responsible for continuing investigation to identify promptly service needs of the recipient, including medical assistance, and to provide these services. This includes provision of protective services and initiation of guardianship or conservatorship proceedings as needed. (See Services chapter and Section 40-151.)

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44-325 CHANGES IN AMOUNT OF PAYMENT (Continued)

44-325

AB
ATD
OAS
AFDC

.4 Withheld Payment**.41 Withheld Payment - Defined**

A withheld payment is one which is held beyond the usual delivery date while information concerning needs, income or basic eligibility is investigated, subject to Section 44-325.43.

.42 Limitations on and Requirements for Withholding of Aid Payment

Subject to the following limitations, aid payments shall be withheld when further investigation is necessary to determine continuing eligibility.

.421 Recipients should have the assurance of regular and continued aid payment without interruption or delay. Accordingly, an aid payment may be withheld beyond the usual delivery date only when evidence which is both substantial in nature and reliable in source is received by the county, indicating:

- a. Probable ineligibility of the recipient, or
- b. A probable overpayment has occurred or is occurring which can be adjusted only if aid payment is withheld.

AB
ATD
OAS
AFDC

.43 Notification to Recipient When Aid Payment is Withheld

The recipient, the parent or other person responsible for the child in AFDC, shall be notified, in writing, immediately upon the initial decision being made to withhold a warrant beyond its usual delivery date for any reason other than death, and in no case less than three (3) mail delivery days prior to the usual delivery date of the warrant to the recipient. The county shall give such notice as it has reason to believe will be effective including, if necessary, a home call by appropriate personnel. Form ABCD 239, Notice of Action, or a substitute form, may be used for this purpose. Every notification shall include:

- .431 A statement setting forth the proposed action and the grounds therefor together with what information, if any, is needed or action required to re-establish eligibility or to determine a correct grant.
- .432 Assurance that prompt investigation is being made; that the withheld warrant will be delivered as soon as there is eligibility to receive it; and that the evidence or other information which brought about the withholding action will be freely discussed with the recipient, parent, or other person, if he so desires (See Section .434, below).
- .433 A statement of whether, if aid is withheld, the recipient will or will not continue to be certified for medical assistance during the month aid is withheld.
- .434 A statement that the recipient, parent, or other person may have the opportunity to meet with his case worker, an eligibility worker, or another responsible person in the county department, at a specified time, or during a given time period which shall not exceed three (3) working days, and the last day of which shall be at least one (1) day prior to the usual delivery date of the warrant, and at a place specifically designated in order to enable the recipient, parent, or other person
 - (a) to learn the nature and extent of the information on which the withholding action is based;
 - (b) to provide any explanation or information, including, but not limited to that described in the notification pursuant to subsection .431, above;
 - (c) to discuss the entire matter informally for purposes of clarification and, where possible, resolution.

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MAR 4 - 1968

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)

Dated: February 28, 1968

By: *John C. M. L.*

Director

(Title)

FILED

In the office of the Secretary of State
 of the State of California

MAR 5 - 1968

At 12:15 o'clock M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
 Assistant Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554 and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

(1) Repeals Dept. Bulletin 624 (Revised) (AG, BL, CA, ATD, MC, MAA) Recipient Fraud, and

(2) Adopts recodified Sections as follows:

DIVISION 20 PREVENTION AND DETECTION OF FRAUD
 CHAPTER 20-000 RECIPIENT FRAUD

20-001 INTRODUCTION

20-001

These regulations are intended and designed to:

- .1 Clarify the meaning of fraud in public assistance and distinguish it from other client behavior which may not conform with the community standards.
- .2 Establish a basis for a sound and uniform relationship with law enforcement officers.
- .3 Establish standards for county welfare department operations and procedures to insure prompt and consistent action to follow through where there are reasonable grounds to suspect fraud.
- .4 Provide a flow of consistent and precise data on the extent of fraud and the status of work relating to its control and handling.

20-003 DEFINITION OF FRAUD FOR PURPOSE OF MANDATORY REFERRAL TO THE DISTRICT ATTORNEY

20-003

Fraud by applicants for or recipients of public assistance exists when the applicant or recipient has:

- .1 Knowingly and with intent to deceive or defraud made a false statement or representation to obtain aid, obtain a continuance or increase of aid, or avoid a reduction of aid.
- .2 Knowingly and with intent to defraud failed to disclose a fact which, if disclosed, could have resulted in denial, reduction or discontinuance of aid.
- .3 Accepted aid knowing he is not entitled thereto, or accepted any amount of aid knowing it is greater than the amount to which he is entitled.
- .4 For the purpose of obtaining, continuing, or avoiding a reduction or denial of aid, made statements which he did not know to be true with reckless disregard of the truth.

Effective 9/1/63
 Recodified 3/1/68

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**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

20-005

PREVENTION AND DETECTION OF FRAUD
 RECIPIENT FRAUD

Regulations

20-005 RESPONSIBILITY OF COUNTY WELFARE DEPARTMENTS AND DISTRICT
 ATTORNEYS

20-005

.1 County Welfare Department - Responsibility

The county welfare department is responsible for making all determinations as to eligibility or ineligibility for assistance and for establishing the amount of overpayment where ineligibility for any aid paid is found. Responsibility also rests here for preventing fraudulent actions by recipients as far as possible and for taking decisive and prompt steps to investigate and establish the facts regarding any situation in which it appears aid may be being received on the basis of incorrect, incomplete or false data. When the county welfare department has reasonable grounds to suspect that an overpayment of assistance was due to fraud, the county welfare department is responsible for referring the case to the district attorney. At the request of the district attorney, the welfare department is responsible for providing copies of written evidence, appearances at the trial and for bringing the case record to the trial.

In carrying out its responsibility for fraud cases, county welfare departments shall:

- .11 Take actions to prevent fraud.
- .12 Identify cases in which there are reasonable grounds to suspect fraud in accordance with criteria established in this chapter.
- .13 Designate a person or position to be responsible for review, final decision and referral of cases in which there are reasonable grounds to suspect recipient fraud to appropriate law enforcement officials and for liaison with such law enforcement officials.
- .14 Maintain adequate controls and submit required reports.
- .15 Complete such arrangements with law enforcement officials as are necessary to secure reports of actions taken with respect to cases referred hereunder.

With respect to .13 above, county welfare directors may retain this responsibility personally, may designate the chief of the special investigation unit, or may designate some other individual or position. With respect to Item .15 above, reports of actions taken by law enforcement officials shall be in sufficient detail to satisfy SDSW reporting requirements.

CONTINUATION SHEET
 FILING ADMINISTRATIVE REGULATIONS
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Regulations PREVENTION AND DETECTION OF FRAUD 20-007
 RECIPIENT FRAUD

20-005 RESPONSIBILITY OF COUNTY WELFARE DEPARTMENTS AND DISTRICT ATTORNEYS (Continued) 20-005

.2 District Attorney - Responsibility

When the county welfare department refers a case on the basis that reasonable grounds exist to suspect fraud, the district attorney is responsible for accepting or rejecting the referral, for subsequent investigation of accepted referrals, determination as to whether a criminal complaint is to be made, whether a civil action for recovery is to be brought, preparation of the case for trial, notification of the county welfare department of the court's final disposition of the case, and, where applicable, referral to the county counsel.

Nothing in this chapter precludes appropriate law enforcement officials from initiating prosecutions for fraud against welfare applicants or recipients when the necessity for such action comes to their attention from sources other than referral by the county welfare department. The welfare department is to be notified of such actions and of the outcome thereof.

20-007 CRITERIA FOR REFERRAL OF CASES TO THE DISTRICT ATTORNEY 20-007

.1 Referral of Cases

When reasonable grounds exist to suspect that fraud has occurred, the case shall be referred to the district attorney for further action.

- .11 In OAS, APSB and AB, attempts to obtain restitution by request, civil action, or other suitable means shall be used prior to referral, after which the case shall be referred to the district attorney.

Interpretation - In order to secure restitution by civil action, the county counsel, or if there is none, the district attorney, will need to be involved, but this is not a "referral," as the word is generally used in this chapter.

.2 Factors to be Considered Under Reasonable Grounds

In making the decision whether reasonable grounds to suspect fraud exists, such factors as the manner in which the recipient has acted, the reasons he gives for his actions or failure to act, his ability or lack of ability to understand his responsibility and to understand the relevance of the information, must be evaluated.

.21 Cases should be referred unless:

- .211 The recipient made full disclosure of the facts, but the county welfare department due to its own omission, neglect, or error, failed to act on these facts and the recipient was not aware of an overpayment.
- .212 The recipient had no knowledge of the facts and made no knowing misrepresentation.
- .213 The recipient was not informed or was misinformed of the necessity to report the facts.
- .214 The recipient is so mentally deteriorated or retarded that he is not responsible for actions.

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20-009	PREVENTION AND DETECTION OF FRAUD RECIPIENT FRAUD	Regulations
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20-009 METHODS OF PREVENTION AND INVESTIGATION 20-009

County welfare departments are responsible for the eligibility and correct amount of aid for all recipients. The great majority of public assistance applicants and recipients will be honest in their dealings with county welfare departments, insofar as they understand their responsibilities and pertinent requirements. However, since applicants and recipients have the same basic human qualities found in the general population, some persons will attempt to secure assistance through fraud. The county welfare department is responsible for (a) prevention of fraud by minimizing opportunity for fraud; (b) prompt investigation of suspected or reported ineligibility or overpayment of aid; and (c) referral to the district attorney of cases in which there are reasonable grounds to suspect fraud.

.1 Prevention of Fraud and Investigation of Suspected Ineligibility

The caseworker must establish the kind of relationship with the applicant or recipient which will enable him to understand and accept the program requirements and participate in establishing eligibility on a proper basis, and in planning and working toward the solution of problems. Mutual respect and trust are essential to this relationship in the casework process. The applicant or recipient must understand his responsibility for promptly reporting facts relating to a correct determination of eligibility and amount of grant and the penalties involved in not reporting or misstating facts. This responsibility should be reviewed with the recipient periodically as a reminder or to clear up any misunderstanding.

The caseworker, in addition to interpreting the recipient's responsibility, is responsible for taking prompt action on information received and for relating information received or observed to possible future changes in eligibility or need which should be followed up. In short, the follow-up of clues to prevent possible fraudulent action by the recipient is a recognized "helping" process for which the worker is responsible.

When it is known that recipients have a problem in reporting changes, more frequent contacts may minimize the problem when there is a reasonable doubt as to the continuing eligibility or correctness of grant. Prompt withholding of aid may be the factor which will obviate a referral for fraud.

The observations of the worker and clues from unrelated conversation may provide clues for discussion of family problems and arrangements which will bring out the facts even though the recipient may not have intended to report them in the beginning. An atmosphere of helpfulness and trust may prevent fraud.

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Regulations	PREVENTION AND DETECTION OF FRAUD RECIPIENT FRAUD	20-009
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20-009 METHODS OF PREVENTION AND INVESTIGATION (Continued) 20-009

.2 Special Methods of Investigation

County welfare departments are required to assign staff to investigate promptly cases of suspected ineligibility or overpayments for which case-work methods have not satisfactorily answered the questions, and which require the use of special methods. Such staff may be caseworkers assigned to this phase of work, or may be other persons. Each county shall establish a unit with this personnel or, if it is not practical, shall designate the persons in such fashion that they can carry out the requirements set forth in this chapter for the special investigation unit. Administrative funds may be used for training staff assigned for this purpose on these additional techniques of investigation.

County welfare departments have no police authority. Persons assigned to use special methods of investigation by the welfare department may interview recipients or possible witnesses, either in the office or at home, providing this is done without threats, duress, force or false showing of authority or other misrepresentation. Observation of the premises or property, and observations of the movements of persons are permissible any time of the day or night.

Home visits at any time of the day, announced or unannounced, are proper. However, when made outside of regular office hours or on other than regular working days, they are to be made only during reasonable hours of normal family activity. Mass, indiscriminate or dragnet home visits are not to be used either for the purpose of fraud detection or for the purpose of deterring fraud. They are not to be used as a method of testing the accuracy of eligibility decisions.

Search of the home or property of a recipient by welfare department staff for evidence of fraud is prohibited. Evidence may be observed and noted. It may be removed from the premises only with the owner's permission. Recipients are entitled to due process of law.

At all times it is incumbent upon welfare department staff to conduct themselves with courtesy and with recognition of the rights of all persons involved.

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20-011 PREVENTION AND DETECTION OF FRAUD Regulations
 RECIPIENT FRAUD

20-011 PROCEDURAL REQUIREMENTS, COUNTY WELFARE DEPARTMENTS 20-011

When the worker identifies a case as one involving a possible overpayment, the caseworker's supervisor is to be informed unless the question is resolved at that time and there are no reasonable grounds to suspect fraud. The supervisor shall establish adequate controls to insure that prompt action is taken to resolve the question of overpayment.

At that point at which the caseworker (*Interpretation - As used in this chapter the term "caseworker" includes the actual caseworker and the supervisory levels through which major case decisions are cleared or approved.*) reaches a decision that there are reasonable grounds to suspect that an overpayment of aid was due to fraud, or that special investigative methods are necessary to determine the existence of overpayment or the reason for overpayment, a Form ABCDM 272 (see PSS Manual, Appendix 2, Forms) shall be completed. A county form may be used in place of ABCDM 272, insofar as a rearrangement is necessary for processing in that county, or to incorporate additions which the county welfare department may wish to make. This form shall be completed in a sufficient number of copies to provide one copy for the case record, one copy for a county central fraud referral file, copies necessary for internal use and for use by law enforcement officials as agreed upon. All copies of Form ABCDM 272 shall be signed by the caseworker and referred to the person designated as responsible for final review and decision as to referral of the case. A notation of this action shall be recorded in the case dictation. The person so designated shall review the Form ABCDM 272 and any supporting documents and make one of the three following determinations:

- .1 The facts do not indicate reasonable grounds to suspect fraud and do not warrant further investigation or other action. In that event an explanation of the reason for nonreferral shall be entered on the Form ABCDM 272, one copy filed in the county central fraud referral file, and one copy filed in the case record.
- .2 The evidence submitted indicates that further investigation beyond the scope of casework methods is necessary to determine if there are reasonable grounds to suspect fraud. In that event the case shall be referred to the Special Investigation Unit for appropriate action.
- .3 The information contained on the Form ABCDM 272 and supporting documents, clearly supports the referral to the district attorney in that it establishes the existence of reasonable grounds to suspect fraud. In that event, the Form ABCDM 272 shall be approved and forwarded to the law enforcement officials together with any necessary supporting documents. The caseworker handling the case shall be notified by returning one copy of the Form ABCDM 272 to be placed in the case record.

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----- PREVENTION AND DETECTION OF FRAUD -----
Regulations RECIPIENT FRAUD 20-011

20-011 PROCEDURAL REQUIREMENTS, COUNTY WELFARE DEPARTMENTS 20-011
(Continued)

Upon referral of a case to the Special Investigation Unit, necessary investigation shall be made, a report of the findings prepared, a recommendation as to further action made, and the case returned to the person designated as responsible for final review and decision as to referrals to the district attorney.

Upon return of a case from the Special Investigation Unit, the "designated person" will again review it, including the investigation report, and make a determination as to whether the facts now establish reasonable grounds to suspect fraud. If so, the Form ABCDM 272 and all necessary supporting documents including the investigation report shall be referred to law enforcement officials. A copy of the Form ABCDM 272, bearing appropriate notations, shall be placed in the case record.

Since fraud and ineligibility often turn on the same evidentiary facts, nothing in this chapter prevents the county welfare department and district attorney staff from working jointly in the investigation of any case directly connected with the administration of public assistance either when the case has been referred or upon request of the district attorney.

If the facts do not indicate reasonable grounds to suspect fraud, an explanation of the reason for nonreferral shall be entered on the Form ABCDM 272, one copy filed in the county central fraud referral file, and one copy filed in the case record.

Upon receipt of notice from law enforcement officials of final disposition of a case, appropriate notations will be made on the county central fraud referral file copy and the case record copy of the referral notice, and the case closed as to that particular referral. As an alternative, copies of the notice received may be placed in these files if such copies are available.

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20-013	PREVENTION AND DETECTION OF FRAUD RECIPIENT FRAUD	Regulations
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20-013 OTHER CRIMES

20-013

This chapter does not deal with all of the possible crimes that may be committed in the course of applying for or receiving aid or services of the county welfare department.

.1 Unsuccessful Efforts to Obtain Aid Fraudulently

Such efforts generally fall into two classes:

- .11 A material misrepresentation is made under oath or the penalty of perjury, or
- .12 A material misrepresentation is neither sworn to nor made under the penalty of perjury.

Cases in which the welfare department has reasonable grounds to suspect that a material misrepresentation was willfully and knowingly made, should be promptly referred to the district attorney on Form ABCDM 272, even though the falsity of the statement was discovered before any overpayment of aid occurred. The district attorney will then have the obligation to decide whether or not to take action, and if so, whether there should be prosecution for attempted theft, or for perjury, or some other crime.

.2 Crimes Not Involving Fraud

Incidents involving physical violence, abuse of a child, and other crimes which are witnessed or experienced by welfare department staff in the course of their duties should also be reported promptly to the proper law enforcement agency.

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Regulations

PREVENTION AND DETECTION OF FRAUD
RECIPIENT FRAUD

20-015

20-015 PROCEDURAL FLOW

20-015

PROCEDURAL FLOW
REFERRAL OF SUSPECTED FRAUD
UNDER SECTION 20-011 OF THIS CHAPTER
TO DISTRICT ATTORNEYS

Caseworker	Welfare Director*	Special Investigation Unit	District Attorney
Identifies suspected fraud; prepares Section 1 and 2, Form ABCDM 272; notes case record; refers to Director.	Reviews; determines whether to proceed. a. If not, returns to caseworker. One copy to central fraud referral file. b. If further investigation necessary, refers to Special Investigation Unit. c. If no further investigation necessary, refers directly to District Attorney.		
Notes in case record; files.	Notifies caseworker; notes in central file.	Completes investigation; makes recommendation; returns to Director with report.	
Notes in case record.	Reviews; determines if reasonable grounds exist to refer to District Attorney. If so, refers.		Reviews case: a. Initiates action or, b. Returns case to Welfare Department if insufficient evidence to warrant action. c. Notifies Welfare Department of results of action.
Notes in case record.	Notifies caseworker. If not, returns to caseworker; notes in central file. Records in central fraud referral file; notifies caseworker of action taken.		
Notes in case record.			

* Or designated representative.

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42-551 RECIPIENT FRAUD

42-551

AFDC The following sections from Operations Manual Chapter 20-000, Recipient Fraud, indicate regulatory procedures which are to be used by social workers in the prevention and detection of fraud. These pertinent sections are repeated herein as they are needed in daily operations, with the Public Social Service Regulations.

20-003 DEFINITION OF FRAUD FOR PURPOSE OF MANDATORY REFERRAL TO THE DISTRICT ATTORNEY

Fraud by applicants for or recipients of public assistance exists when the applicant or recipient has:

- .1 Knowingly and with intent to deceive or defraud made a false statement or representation to obtain aid, obtain a continuance or increase of aid, or avoid a reduction of aid.
- .2 Knowingly and with intent to defraud failed to disclose a fact which, if disclosed, could have resulted in denial, reduction or discontinuance of aid.
- .3 Accepted aid knowing he is not entitled thereto, or accepted any amount of aid knowing it is greater than the amount to which he is entitled.
- .4 For the purpose of obtaining, continuing, or avoiding a reduction or denial of aid, made statements which he did not know to be true with reckless disregard of the truth.

20-007 CRITERIA FOR REFERRAL OF CASES TO THE DISTRICT ATTORNEY

.1 Referral of Cases

When reasonable grounds exist to suspect that fraud has occurred, the case shall be referred to the district attorney for further action.

- .11 In OAS, APSB and AB, attempts to obtain restitution by request, civil action, or other suitable means shall be used prior to referral, after which the case shall be referred to the district attorney.

Interpretation - In order to secure restitution by civil action, the county counsel, or if there is none, the district attorney, will need to be involved, but this is not a "referral," as the word is generally used in this chapter.

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42-551 (Cont.)	SUSPECTED LAW VIOLATIONS	Regulations
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42-551 RECIPIENT FRAUD (Continued)	42-551
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AFDC .2 Factors to be Considered Under Reasonable Grounds

In making the decision whether reasonable grounds to suspect fraud exists, such factors as the manner in which the recipient has acted, the reasons he gives for his actions or failure to act, his ability or lack of ability to understand his responsibility and to understand the relevance of the information, must be evaluated.

.21 Cases should be referred unless:

- .211 The recipient made full disclosure of the facts, but the county welfare department due to its own omission, neglect, or error, failed to act on these facts and the recipient was not aware of an overpayment.
- .212 The recipient had no knowledge of the facts and made no knowing misrepresentation.
- .213 The recipient was not informed or was misinformed of the necessity to report the facts.
- .214 The recipient is so mentally deteriorated or retarded that he is not responsible for his actions.

20-009 METHODS OF PREVENTION AND INVESTIGATION

.1 Prevention of Fraud and Investigation of Suspected Ineligibility

The caseworker must establish the kind of relationship with the applicant or recipient which will enable him to understand and accept the program requirements and participate in establishing eligibility on a proper basis, and in planning and working toward the solution of problems. Mutual respect and trust are essential to this relationship in the casework process. The applicant or recipient must understand his responsibility for promptly reporting facts relating to a correct determination of eligibility and amount of grant and the penalties involved in not reporting or misstating facts. This responsibility should be reviewed with the recipient periodically as a reminder or to clear up any misunderstanding.

The caseworker, in addition to interpreting the recipient's responsibility, is responsible for taking prompt action on information received and for relating information received or observed to possible future changes in eligibility or need which should be followed up. In short, the follow-up of clues to prevent possible fraudulent action by the recipient is a recognized "helping" process for which the worker is responsible.

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Regulations

SUSPECTED LAW VIOLATIONS

42-551 (Cont.)

42-551 RECIPIENT FRAUD (Continued)

42-551

AFDC When it is known that recipients have a problem in reporting changes, more frequent contacts may minimize the problem when there is a reasonable doubt as to the continuing eligibility or correctness of grant. Prompt withholding of aid may be the factor which will obviate a referral for fraud.

The observations of the worker and clues from unrelated conversation may provide clues for discussion of family problems and arrangements which will bring out the facts even though the recipient may not have intended to report them in the beginning. An atmosphere of helpfulness and trust may prevent fraud.

20-011 PROCEDURAL REQUIREMENTS, COUNTY WELFARE DEPARTMENTS

When the worker identifies a case as one involving a possible overpayment, the caseworker's supervisor is to be informed unless the question is resolved at that time and there are no reasonable grounds to suspect fraud. The supervisor shall establish adequate controls to insure that prompt action is taken to resolve the question of overpayment.

At that point at which the caseworker (*Interpretation - As used in this chapter the term "caseworker" includes the actual caseworker and the supervisory levels through which major case decisions are cleared or approved.*) reaches a decision that there are reasonable grounds to suspect that an overpayment of aid was due to fraud, or that special investigative methods are necessary to determine the existence of overpayment or the reason for overpayment, a Form ABCDM 272 (see PSS Manual, Appendix 2, Forms) shall be completed. A county form may be used in place of ABCDM 272 insofar as a rearrangement is necessary for processing in that county, or to incorporate additions which the county welfare department may wish to make. This form shall be completed in a sufficient number of copies to provide one copy for the case record, one copy for a county central fraud referral file, copies necessary for internal use and for use by law enforcement officials as agreed upon. All copies of Form ABCDM 272 shall be signed by the caseworker and referred to the person designated as responsible for final review and decision as to referral of the case.

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Regulations

42-551

- .1 The facts do not indicate reasonable grounds to suspect fraud and do not warrant further investigation or other action. In that event an explanation of the reason for nonreferral shall be entered on the Form ABCDM 272, one copy filed in the county central fraud referral file, and one copy filed in the case record.
- .2 The evidence submitted indicates that further investigation beyond the scope of casework methods is necessary to determine if there are reasonable grounds to suspect fraud. In that event the case shall be referred to the Special Investigation Unit for appropriate action.
- .3 The information contained on the Form ABCDM 272 and supporting documents, clearly supports the referral to the district attorney in that it establishes the existence of reasonable grounds to suspect fraud. In that event, the Form ABCDM 272 shall be approved and forwarded to the law enforcement officials together with any necessary supporting documents. The caseworker handling the case shall be notified by returning one copy of the Form ABCDM 272 to be placed in the case record.

Upon return of a case from the Special Investigation Unit, the "designated person" will again review it, including the investigation report, and make a determination as to whether the facts now establish reasonable grounds to suspect fraud. If so, the Form ABCDM 272 and all necessary supporting documents including the investigation report shall be referred to law enforcement officials. A copy of the Form ABCDM 272, bearing appropriate notations, shall be placed in the case record.

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(Pursuant to Government Code Section 11380.1)

44-115 EVALUATION OF INCOME IN KIND

44-115

AB When a need item is earned or is contributed in kind, the income value
APSB placed upon such earnings, contributions, etc., is the amount specified for
ATD the item in the standard of assistance for the aid programs involved (see
OAS Determination of Need Chapter), subject to the following limitations:

AB .1 Rent
APSB
OAS

The value placed upon rent which is contributed in kind is dependent upon the adequacy of the housing, i.e., standard, intermediate or substandard.

.11 Standard housing is a dwelling or a room which meets standards of health, safety and decency and provides privacy, sanitary facilities and comfort. Standard housing, contributed in kind, is valued at \$15 a month in OAS and \$23.20 a month in AB and APSB.

.12 Intermediate housing is a dwelling or a room which does not have adequate provision for privacy and comfort but which provides minimum sanitary facilities and safety. Intermediate housing, contributed in kind, is valued at \$10 a month in OAS and \$15.50 a month in AB and APSB.

.13 Substandard housing is a dwelling or a room which does not have adequate sanitary facilities nor provide for privacy, comfort and safety. Substandard housing, contributed in kind, is valued at \$5 a month in OAS and \$7.75 in AB and APSB.

A makeshift shelter such as a dugout, cave or tent shall be valued at no more than \$3.

AB .2 Utilities
APSB
OAS

When all necessary utility items are contributed, the income value is \$6 a month in OAS and \$6.80 in AB and APSB. If less than all utility items are contributed, the proportionate share of these figures reasonably applicable to the contributed items, is used.

ATD .3 Both Housing and Utilities Contributed

If both housing and utilities are contributed, the item is not considered in computing need and no income is shown.

.4 Either Housing or Utilities Contributed

If either housing or utilities (or parts of these) is contributed, only that portion of housing and utilities within the standard which is not contributed is allowed as need. No income is shown.

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 (Pursuant to Government Code Section 11380.1)

(3) Repeals Dept. Bulletin 632 (Revised) (OAS,AB,ATD) Allowances for Attendant Services, and

(4) Adopts recodified Sections as follows:

44-239 SPECIAL NEED FOR ATTENDANT SERVICES

44-239

AB Special need shall be allowed within the limitations set forth in this section. (See
 ATD also Section 44-315.32.)
 OAS

These regulations set forth the requirements for attendant care for all adult aids. The intent is to ensure realistic attendant care plans that are medically and financially sound, as well as socially desirable.

AB .1 Definition of Terms
 ATD
 OAS

.11 Attendant services are domestic or personal care services provided in the recipient's own home. They include the services of practical and licensed vocational nurses. Payments may not be made for services which fall within the scope of the Medical Care program -- i.e., professional and ancillary services provided on a visit basis.

.111 Domestic services include:

- (a) Housekeeping or domestic labor, and
- (b) Homemaker service, which adds household management functions to some domestic labor.

.112 Personal care services include assistance with bathing, dressing, and other activities of daily living, and simple nursing responsibilities such as preparation of special diet, assistance in ambulation, changing the bed, assistance with simple dressings, assistance to and supervision of an individual whose memory is faulty, first aid, etc.

They do not include skilled nursing services such as tube feeding, care of catheters or colostomies, administration of medication, surgical dressings, or care of acutely disturbed persons.

.12 Own Home

"Own home" is to be interpreted broadly to include living arrangements where the recipient lives alone in his home, apartment, hotel, etc., or where he shares living arrangements with another person or persons. A "shared living arrangement" is defined as one where there is sharing of a living unit and no landlord-tenant relationship exists between the parties living together.

If the recipient is living in an out-of-home care facility or in some other person's home, receiving from the person or persons in whose home he lives, care or services other than normally associated with a landlord-tenant relationship, need is determined in accord with Section 44-209 (Needs of Recipients in Nonmedical Out-of-home Care Facilities).

.2 Requirements and Limitations

.21 Allowance for Attendant Service to a Parent, Spouse, or Adult Child

Allowance for attendant service to a parent, spouse, or adult child may be made only if the individual is able to work but is unable to accept employment or must relinquish employment in order to care for the disabled recipient.

Payment for attendant services is not allowable to persons in public or private medical institutions, nursing homes, rehabilitation facilities, family care homes or institutions.

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44-239 (Cont.) NEED Regulations

44-239 SPECIAL NEED FOR ATTENDANT SERVICES (Continued) 44-239

AB
ATD
OAS

.22 Cases Subject to Review

All attendant services cases are subject to periodic SDSW review. Records shall be identified to permit such review in a convenient fashion.

.23 Authorization and Reauthorization

.231 Authorization for Predominantly Domestic Services

Predominantly domestic services in an amount up to \$50 per month may be authorized for any recipient whose disability, in the judgment of the county welfare department, precludes maintenance of a minimum standard of health and decency without such services. Items 5-17 of this section are not applicable to services allowed under this item.

.232 Authorization of Attendant Services for Designated Intervals

Authorization of attendant services for a designated interval shall be made by agency staff responsible for medical social determinations, specifying the amount and kind of services (predominantly domestic or predominantly personal care) required.

The county welfare department shall establish a plan whereby a new medical report and current social history shall be secured and reviewed by appropriate staff, at designated intervals prior to reauthorization.

.233 Reauthorization of Attendant Services

Reauthorization of attendant services shall be required every three, six or twelve months, according to a plan which takes into account the anticipated rate of progression of the recipient's medical condition and the initiative of the family in supervising the attendant and reporting any changes. Home-maker or personal care services shall be continued for no longer than a six-month period without reauthorization.

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(Pursuant to Government Code Section 11380.1)

Regulations

NEED

44-239 (Cont.)

44-239 SPECIAL NEED FOR ATTENDANT SERVICES (Continued)

44-239

AB
ATD
OAS

.24 Persons Eligible for Attendant Services

Persons eligible for attendant services are those persons who are not able to care for themselves by virtue of disability and

- .241 whose care creates an excessive burden for the major care-taker, or are receiving inadequate care because the family cannot provide the necessary services, or
- .242 who are living alone and dependent on neighbors or others for essential services, or performing essential services to the detriment of their health or in a substandard or hazardous manner.

Eligibility shall be determined on the basis of a current medical examination with a report from the examining physician, and a social study which includes a statement of the recipient's preferences, a description of the physical facilities and family attitudes toward the care of the recipient at home.

.25 Ineligibility for Attendant Services

Ineligibility for attendant service exists under the following conditions:

- .251 No person may receive attendant services whose condition requires continuous skilled nursing services and/or close medical supervision, and whose well-being or that of the family requires the recipient to have hospital or nursing home care. This includes all persons in prolonged acute distress, those subject to frequent need of emergency treatment, and those in a rapidly progressive or terminal phase of illness.
- .252 Further, no person living alone shall be provided with attendant services unless:
 - (1) He is ambulatory, mentally able to manage the grant, and supervise the attendant unless this supervision is provided by a professional homemaker service, or
 - (2) A relative of demonstrated concern and responsibility (or guardian of the person, or a long-time close friend who acts as a member of the family) lives in the immediate vicinity, or
 - (3) The need is occasioned by a temporary impairment requiring attendant service of a short-time nature.

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44-239 (Cont.) NEED Regulations

44-239 SPECIAL NEED FOR ATTENDANT SERVICES (Continued) 44-239

AB
 ATD
 OAS

.26 Maximum allowances

.261 Except as provided in Item .264 below the maximum allowance for attendant service (regardless of the number of attendants) shall be \$100 per month per household if one recipient requires such services; or \$150 per month per household if more than one recipient requires attendant services.

.262 Basic public assistance principles of grant computation in shared housing shall apply when need for attendant services is shared with another person or persons in the household.

.263 The maxima include carfare, meals, Workmen's Compensation, and social security deductions (including both the employer's and employee's tax for part-time attendant services; the employer's tax alone for full-time attendant services).

.264 In exceptional social circumstances the standard is the actual cost up to \$300. When two or more recipients in the same household require attendant services, the allowance in the assistance grant to each recipient for such services shall be limited to a maximum of \$200 per month plus whatever additional funds are available under Regulation D-211.02, exception 4 (ATD only).

The total cost of the individual plan must be carefully weighed in relation to the comparative cost of out-of-home care and the social gains that might be realized in helping the person remain in his own home. A reasonable financial plan must be assured. In general, attendant care allowances in excess of \$150 will not be made if the resulting grant would be greater than the cost of the appropriate level of out-of-home care, unless exceptional circumstances warrant such an allowance. Exceptional circumstances have reference to, but are not necessarily limited to the following:

- (a) An attendant is needed to provide personal care for more than one recipient in the same household, or to act as a homemaker for a recipient who is an incapacitated parent with one or more children living in the home, or
- (b) The recipient has very severe, relatively static disability and requires full-time, predominantly personal care, services in addition to those the family are able to provide, or
- (c) A person who has lived alone must enter an out-of-home care facility to secure appropriate care but needs a full-time attendant during a short interim period while change is effected in the living plan.

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CONTINUATION SHEET
 FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Regulations NEED 44-239

44-239 SPECIAL NEED FOR ATTENDANT SERVICES (Continued) 44-239

AB
 ATD
 OAS

.3 Supervisory Responsibility

.31 Participation in Recruitment, Selection and Supervision

The agency shall participate in the recruitment, selection and supervision of the attendant to an extent necessary to ensure employment of qualified attendants or shall contract with a professional home-maker service to do so.

.32 Duties Statement

A "scope sheet" or "duties statement" which specifies the duties, hours, and rate of pay, shall be signed by the recipient and each new attendant.

.33 Medical Supervision

The plan shall ensure that the recipient has medical supervision. If home visits by a physician are not feasible, the county welfare department shall assist the recipient as necessary in arranging transportation to the physician's office and in securing medical care at home in case of emergency.

.34 Nursing Supervision

Nursing supervision of an attendant who provides personal care services shall be arranged from the public health department or visiting nurses association if possible.

.4 Physical Facilities

Physical facilities shall include or be modified to include provisions for laundry, and any necessary assistive devices; they shall ensure private sleeping arrangements for an attendant who remains overnight.

.5 Home Visit

A home visit shall be made as often as necessary but at least every three months.

.6 Case Record

The case record shall include the qualifications and references for the attendant, the worker's observations of the attendant's competence, the quality of care provided; and the reasons the attendant leaves when changes occur.

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CONTINUATION SHEET
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 (Pursuant to Government Code Section 11380.1)

 10-003 ADMINISTRATIVE STANDARDS AND METHODS FOR SOCIAL SERVICES Regulations
 ORGANIZATION AND MANAGEMENT FOR SOCIAL SERVICES

10-003 PLANS AND CONTROLS

10-003

.1 Plan of Operation

The county welfare department shall formulate a written plan of operation which blueprints the course of its action to attain the 1967 mandated goals. The county welfare director is responsible for the progression toward achievement of at least the minimal requirements regarding social services, as defined in Chapter 45-000 of PSS Regulations on June 30, 1967. The standards of organization for social services as defined in these regulations shall be in effect on June 30, 1967.

.2 Internal Management Controls

- .21 Functional assignment of social service and other staff: Criteria shall be established which direct the assignment of staff according to merit system classification, training and experience, for the purpose of providing the best possible service to clients.
- .22 Caseload and supervisory standards: Caseload and supervisory controls shall be maintained to document compliance with functional assignments and workload standards. This includes a record of the June 1963 caseload standard.
- .23 Frequency of home visits: Controls shall be established to assure that the home visit or other significant direct contact is related to the case plan and performed according to regulations.
- .24 Termination of service: Controls shall be established to assure the termination of required services when they are no longer of benefit to the client or when the client exercises his right to refuse agency service.
- .25 Community resources: Controls shall be established to assure the updating of the community resource file for staff utilization in case planning.
- .26 Staff development: Controls shall be established to assure the availability of agency time for in-service training.

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 CALIFORNIA-SDSW-MANUAL-0 Rev. 12 replaces Issue 113 Effective 2/1/67
 Recodified 2/1/68

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

Regulations NEED 44-201

44-200 DETERMINATION OF NEED 44-200

44-201 DETERMINATION OF NEED - GENERAL 44-201

AB
ATD
OAS
AFDC

.1 Total Need

The total need of an applicant or recipient is the money amount necessary to provide those items of support, set forth in the subsequent sections of this chapter, as minimum needs and special needs. Standards of need prescribed in this chapter are used as one of the determining factors for eligibility for aid and the amount of aid to be granted.

.2 Computation of Total Need

.21 Total need is computed by adding the cost, within the limits specified in this chapter, of any special needs to the allowance for minimum needs.

AB
ATD
OAS

.22 Allowance for a special need item, regardless of whether purchased on time or paid for in full at time of purchase, shall continue until a sufficient amount is allowed to meet the total cost of the item within appropriate ceilings provided that the occurrence of the need is reported promptly. (See W&I Code 11156 and Section 44-315.)

AB
ATD
OAS

Interpretation - Usually when a special need item is shared with a nonneedy person, the allowance to him for the special need is his prorated share of the cost of the item or his share of the ceiling on the item when the cost exceeds the ceiling. However, when the special need item is shared with a needy person, the allowance to the recipient should be that portion of the total cost of the item, within any specified ceiling, which he is required to pay in order that his own need is met.

"Needy person" may include either a public assistance recipient or a non-recipient who has insufficient income or resources to meet his share of the cost of the need item.

AB
ATD
OAS
AFDC

.3 County Responsibility

The county is responsible for reviewing needs with the applicant or recipient and for identifying any special needs he may have. The county is responsible for making a clear explanation of the policy and procedure for determining, computing and allowing financial needs; for computing basic needs and special needs and for assisting the individual through other community resources to meet needs that are not included in the budget. There is also a continuing responsibility to determine the grant and to provide services to the recipient as related to his current financial and social needs.

.4 Applicant or Recipient Responsibility

The applicant or recipient is responsible for reporting to the county promptly any changes which affect the determination of need.

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**FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

44-203

NEED

Regulations

44-203 DEFINITIONS - NEED

44-203

AB
 ATD
 OAS
 AFDC

.1 Standard of Assistance

The standard of assistance for a person or family who meets the eligibility requirements includes:

- a. Minimum needs common to all recipients
- b. Special needs
- c. Medical needs as covered under the Medi-Cal program (see Section 44-281).

.2 Minimum Needs - Definition

Minimum needs are needs common to all recipients living in like circumstances as set forth in Sections 44-207 through 44-211. Minimum needs and the amounts required to meet such needs differ according to living arrangements.

AB
 ATD
 OAS

.3 Special Needs - Definition

Special needs are those which are not common to all recipients and which arise out of need for certain goods and services, and physical infirmities or other conditions peculiar to the individual's or family's circumstances. These may be for items or services not provided as minimum needs or for greater amounts to meet the cost of minimum need items. (See Sec. ~~44-265~~ for AFDC policy.)

AB
 ATD
 OAS
 AFDC

44-205 STANDARD OF ASSISTANCE

44-205

The standard of assistance is used to identify persons in need and the money amounts necessary to meet such need.

AB
 OAS
 ATD

.1 Cost of Living Increases - Adult Programs

The standard of assistance for each adult recipient includes an allowance to cover "cost of living increases." This allowance assists the recipient in meeting increases in the costs of his various minimum and special needs beyond the maximum allowances included in the standard for such needs.

By making the "cost of living increase" a separate item, it is unnecessary to adjust the allowance for individual items of need in the standard. Current fixed or maximum allowances shall not be reduced as a result of the "cost of living" item in the standard.

44-207 MINIMUM NEEDS OF RECIPIENT IN INDEPENDENT LIVING ARRANGEMENT - OWN HOME

44-207

AB
 ATD
 OAS

Needs, as set forth in the chart in Section .1 below, are considered common to every recipient in an independent living arrangement in his own rented or owned home, including a hotel, apartment house, etc. These minimum needs are to be allowed in the amounts specified.

CALIFORNIA-SDSW-MANUAL-PSS

Issue 189

Effective 10/1/67

Recodified 3/1/68

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40-183 INTRAPROGRAM STATUS CHANGE

40-183

Each assistance program has the following integral parts:

- (a) cash grants for maintenance with medical assistance, and
- (b) medical assistance for the medically needy.

AB
 ATD
 OAS
 AFDC

.1 Intraprogram Status Change - Defined

An intraprogram status change means change in status from one part of the same program to the other, i.e., from cash grant to medically needy and vice versa within the same program.

.11 A new application is not required to affect such change.

.2 Using Same Case Number and Record

It is recommended that the same case number and the same case record be utilized for aid and/or medical assistance certifications under either part of the program. The case is then designated by program as cash grant or medically needy, according to whichever is appropriate at the time.

.3 Circumstances in Which Status Change is Appropriate

An intraprogram status change is appropriate under the following circumstances:

- .31 The recipient becomes ineligible for a continuing cash grant but is eligible for certification for medical assistance as a medically needy person within the same program or
- .32 Circumstances of the person who has been certified as medically needy, change so that he is eligible for a cash grant for his maintenance needs within the same program.

.4 Change from a Cash Grant Recipient to Medically Needy

When the recipient becomes ineligible to a continuing cash grant but remains eligible for medical assistance as a medically needy person, the cash grant shall be discontinued. The discontinuance notice shall indicate that only the cash grant is terminated and that the recipient continues eligible as medically needy. Any necessary change in his certification for medical assistance to reflect his change in status from recipient to a medically needy person, shall be made.

.5 Change from Medically Needy to Cash Grant Recipient

Verification of eligibility to receive a cash grant is necessary before the status of a medically needy person may be changed to that of a cash grant recipient. (See Section 40-155.) If eligibility for a cash grant is established, the grant shall be authorized and the authorization document shall indicate a status change from medically needy to a cash grant. Any necessary change in his certification for medical assistance, to reflect his change in status from a medically needy person to a cash grant recipient, shall be made. In such case an Affirmation of Eligibility to receive aid is required only when:

- .51 The medically needy person has not previously received a cash grant, or
- .52 There has been some significant change in circumstances of a former cash grant recipient which gives basis for questioning his eligibility to a cash grant.

Effective 4/1/67
 Recodified 3/1/68

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MAR 28 1968

Office of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

MAR 28 1968

Office of Administrative Procedure

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Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: March 21, 1968

By: 

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

MAR 28 1968

At 1:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By:  Assistant Secretary of State

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In the Matter of the Development, Use,)
and Experimentation with a Revised)
Simplified Eligibility Affirmation)
Form (CA 201) in the Aid to Families)
with Dependent Children Program)

ORDER

I

The State Department of Social Welfare proposes to conduct an experimental project, in and jointly with no more than ten counties, which will design and test a revised simplified Aid to Families with Dependent Children Eligibility Affirmation Form (CA 201) which will (1) achieve applicant completion of the affirmation with little assistance from social work staff; (2) ensure greater uniformity and less ambiguity; (3) reduce accidental client mis-statements; and (4) utilize the form more effectively for securing information and reducing routine dictation.

II

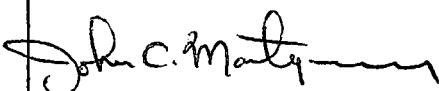
In order to conduct and administer the project, it is necessary to waive the enforcement of the certain regulation which stipulates the required state forms which are not subject to change except by the State Department of Social Welfare, for a period not to exceed two years.

III

For the purpose of this project and pursuant to Section 18204 of the Welfare and Institutions Code, I hereby waive the operation of the following regulations effective April 1, 1968, but only in the manner and to the degree required by the nature of the project.

REGULATIONS: MANAGEMENT AND OFFICE PROCEDURESChapter 23-400 Forms Management23-401 Required Forms - No Substitutes Permitted

Regulation is modified to allow the development of and experimentation with Form CA 201, Affirmation of Eligibility for Aid to Families with Dependent Children as set forth in the demonstration project.



John C. Montgomery
Director

Date: March 21, 1968

Effective April 1, 1968

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

LEGAL NOTICE

PROPOSED DEMONSTRATION PROJECT IN THE DEVELOPMENT, USE, AND EXPERIMENTATION WITH A REVISED SIMPLIFIED ELIGIBILITY AFFIRMATION FORM (CA 201) IN THE AID TO FAMILIES WITH DEPENDENT CHILDREN PROGRAM

The State Department of Social Welfare, in cooperation with no more than ten counties, will carry on a demonstration project for a period not to exceed two years and to begin on or about April 1, 1968, to design and test a revised simplified Aid to Families with Dependent Children Eligibility Affirmation Form (CA 201) which will: (1) achieve applicant completion of the affirmation with little assistance from social work staff; (2) ensure greater uniformity and less ambiguity; (3) reduce accidental client mis-statements; and (4) utilize the form more effectively for securing information and reducing routine dictation.

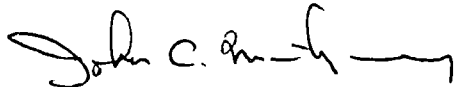
For the purpose of this project and pursuant to Section 18204 of the Welfare and Institutions Code, the following regulation is modified:

Regulations: "Management and Office Procedures"

Chapter 23-400 Forms Management

23-401 Required Forms - No Substitutes Permitted

There will be no additional costs as a result of this project.



John C. Montgomery, Director
State Department of Social Welfare

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(Pursuant to Government Code Section 11380.1)

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MAR 23 1968

Office of Administrative Procedure

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APPROVED FOR FILING
(GOV. CODE 11380.1)

MAR 28 1968

Office of Administrative Procedure

Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

STATE DEPARTMENT OF SOCIAL WELFARE

(Agency)

Dated: March 27, 1968

By: 

Director

(Title)

FILED

In the office of the Secretary of State
of the State of California

MAR 28 1968

At 1:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By: 
Assistant Secretary of State

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After proceedings had in accordance with the provisions of the Administrative Procedure Act (Gov. Code, Title 2, Div. 3, Part I, Chapter 4.5) and pursuant to the authority vested by Sections 10552, 10553, 10554, and 10604 of the Welfare and Institutions Code, the Department of Social Welfare hereby repeals, amends, and adopts regulations referred to in Title 22, California Administrative Code, as hereinafter set forth.

45-157 SERVICES TO CHILDREN IN FOSTER CARE AND THEIR PARENTS WHEN 45-157
A CHILD HAS BEEN REMOVED FROM HIS HOME BY COURT DETERMINATION

AFDC | .1 Criteria for Federal Participation

Federal participation in the cost of foster care payments is available for children in foster care when the following conditions are met:

- .11 The child is removed from his home or the home of a relative (see 44-213) after April 30, 1961, by court order because of neglect or unsatisfactory home conditions; and
- .12 In the month during which the court proceedings are initiated:
 - .121 The child is receiving AFDC, or
 - .122 The child received AFDC during at least one of the six months preceding his removal from the home by court order, or
 - .123 The child would have received AFDC during at least one of the six months preceding his removal from the home had application for AFDC been made; and
- .13 The court order designates the county welfare department responsible for the placement, care and supervision of the child or, if there is a written agreement between the county welfare department and the probation office (as provided by Department Bulletin 630) that these services will be performed by the probation office, the court order designates the probation office responsible for placement, care and supervision.
- .14 The child is placed in a foster care home or private children's institution that is licensed or approved as meeting licensing standards; and
- .15 There is a possibility of and a plan for the eventual return of the child to his home or placement in the home of a relative.

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 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

45-157 (Cont.)	SERVICES	Regulations
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45-157 SERVICES TO CHILDREN IN FOSTER CARE AND THEIR PARENTS WHEN A CHILD HAS BEEN REMOVED FROM HIS HOME BY COURT DETERMINATION (Continued)		45-157
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AFDC | .2 Determination of Eligibility for AFDC for Prior Periods

Eligibility for AFDC under 45-157.122 and 45-157.123 for a prior period shall be determined on the basis of eligibility requirements in effect on January 1, 1968, or on the basis of requirements in effect during the month in which court action is initiated if such action is initiated subsequent to January 1, 1968.

- .21 The eligibility determination for the period prior to January 1, 1968 must establish that requirements for age, residence, property, deprivation and need are met.
- .211 For children removed from their homes prior to February 1, 1964, the basis for deprivation must be other than the unemployment of a parent.
- .212 For purposes of need determination, any of the following shall establish that this requirement is met, if the usual method for determining need is infeasible:
 - a. The child's parent or relative caretaker was unemployed, received UIB or DIB or other form of public assistance during one or more of the six months; or
 - b. The probation department record substantiates need existed within the AFDC standard; or
 - c. The child's parent or relative caretaker filed an income tax return that establishes insufficient income with which to meet the family's need was received during the year.

Interpretation - The term "AFDC" as used in Sections 45-157.121, 45-157.122 and 45-157.123 means AFDC to a needy eligible child in a family group or in foster care, with or without federal participation.

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CONTINUATION SHEET
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 (Pursuant to Government Code Section 11380.1)

Regulations	SERVICES	45-157
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45-157 SERVICES TO CHILDREN IN FOSTER CARE AND THEIR PARENTS WHEN A CHILD HAS BEEN REMOVED FROM HIS HOME BY COURT DETERMINATION (Continued)		45-157
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AFDC | .3 Responsibilities of County Department and Probation Department

The responsibilities of the probation department and county welfare department are:

- .31 To develop a plan for the care of the child in foster care.
- .32 To place the child in a foster home or private institution and provide supervision to assure proper care.
- .33 To provide for periodic review at least every six months of the necessity for the child to remain in foster care. The case record must clearly show the following:
 - .331 The assessment of the suitability of the plan;
 - .332 The need for the child to continue in foster care; and
 - .333 The possibility of whether or not the child can eventually return home.
- .34 To provide for services to improve conditions in his home so that he may return there, or to make possible his placement in the home of another relative (i.e., family counseling, individual casework services, group counseling, health services).
- .35 To provide reports to the court as required, or as indicated by the case development.
- .36 To use professionally qualified AFDC and Child Welfare staff to the maximum extent practical in the placement service for the child under the supervision of the county welfare department.

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CALIFORNIA-SDSW-MANUAL- PSS	Rev. 81 replaces Issue 366 and 367	Effective 1/1/68
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 (Pursuant to Government Code Section 11380.1)

Regulations

NEED

44-213 (Cont.)

44-213 THE FAMILY BUDGET UNIT

44-213

AFDC When a child is living with one or both parents, or with relatives (by blood or by marriage) need shall be determined on a fixed budgetary basis, based on the persons in the family budget unit.

The relative with whom the child must be living is one of the following:

1. Any blood relative, including those of half-blood, except second or third cousins. Relationship to persons of preceding generations as denoted by prefixes of grand, great, or great-great are within this definition.
2. Stepfather, stepmother, stepbrother, and stepsister.
3. Any person who legally adopted the child or adopted the child's parent; also the natural children or other adopted children of such person.
4. Spouses of any persons named in the above groups. Such persons may be considered within the scope of this provision even though their marriage has been terminated by death or divorce. (Spouse means legally married person spouse.)

The presence in the home of other needy family members and other needy persons directly affects the child's need. Therefore, the child's need cannot be considered apart from the need of these other persons.

In deciding on the composition of the family budget unit, determine the persons who are actually living in the household, their relationship to the needy child, their need status, and other conditions for inclusion in the family budget unit. Consider each member of the household separately and include in the budget all persons who fulfill the requirements.

Include the unborn child in the budget when pregnancy is verified to increase the federally eligible persons count, provide for the supplementary dietary needs of the pregnant mother, and for purchase of a layette. To serve the best interests of the mother and child, authorization of aid shall be made at the earliest possible time.

.1 Persons Included in the Family Budget Unit

.11 When eligible child lives with a parent or parents:

.111 The child, including the unborn child, and needy persons in the family group living in the home who are considered essential to the child's well-being. Needy persons other than natural or adoptive parents who are considered essential to the child's well-being are stepparents and full, half or step-siblings under 21 unless they are excluded by law.

.112 A related child living in the home whose parent is not in the home and for whom aid is paid to the same payee as a related caretaker.

CALIFORNIA-SDSW-MANUAL-PSS Rev. 77 replaces Issue 212 Effective 1/1/68

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44-213 (Cont.)

NEED

Regulations

44-213 THE FAMILY BUDGET UNIT (Continued)

44-213

AFDC

.12 When eligible child lives with relative, other than a parent, who does not have children in the home receiving AFDC:

.121 The child and needy adult relative providing care and supervision with whom the child is living.

.2 Persons Excluded from the Family Budget Unit

.21 An unrelated male over the age of 18 living in the home who is not married to the mother and has no children in common with her.

.22 The unmarried father whose children are ineligible for AFDC.

.23 The married child.

.24 Any recipient of OAS, AB, APSB or ATD.

.25 Adult relatives living in the home when either/or both parent (s) are also in the home unless the only parent in the home is so incapacitated that the relatives' presence is required to give care and supervision.

.26 The child 16 to 21 who is not disabled, not regularly attending school or a training program and not employed and contributing to the family nor saving his earnings under an approved plan.

.27 The child and the parent or legal guardian of a child whose eligibility depends on the action of the parent or guardian if he fails to cooperate in determining eligibility or with law enforcement officials. (For limitations, see Section C-156 et. seq.)

.28 The child whose exclusive personal property, or the stepfather or relative caretaker other than a parent whose property, when combined with that of persons in family budget unit exceeds the maximum amount allowable (see Section 41-313.25).

.29 The child and the parent or other related caretaker, if the child has income specifically designated for him which meets the needs of the child and caretaker on the AFDC standard (see Section 44-113.2).

.30 The child whose net income from his own earnings as computed in accordance with Sections 44-279.1 and .2 and 44-113.253 exceeds the usual community rate for room and board plus \$10.00.

.31 The stepfather, the mother, and the stepfather's children of another relationship living in the home, when his separate income meets their needs. In such cases, the mother's community property interest in his community income, if any, would still be applied to the needs of the AFDC children.

CALIFORNIA-SDSW-MANUAL- PSS

Rev. 78 replaces Issue 213

Effective 1/1/68

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(Pursuant to Government Code Section 11380.1)

The following regulations are to be repealed effective 1/1/68:

45-159 Termination of Federal Participation for Children in Foster Care

Parts IV-A and VIII of Department Bulletin No. 630 (AFDC) (Revised), Federal Participation in AFDC Payments for Foster Care

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

FINDING OF EMERGENCY

The following revisions and repeals, respectively, of the regulations of the State Department of Social Welfare are emergency measures necessary for the immediate preservation of the public health, safety and general welfare within the meaning of the provisions of Section 11421(b) of the Government Code:

1. Revisions

Public Social Services Regulation 45-157:
Federal Participation in Services for Children in
Foster Care

Public Social Services Regulation 44-213:
The Family Budget Unit

2. Repeals

Public Social Services Regulation 45-159:
Termination of Federal Participation for Children in
Foster Care

Department Bulletin 630:
Federal Participation in AFDC Payments for Foster Care,
Section IV, Responsibility of County Welfare Departments, and
Section VIII, Claiming for Federal Participation

The following facts constitute the emergency with respect to the action upon the regulations listed above:

1. Public Law 90-248, the Social Security Amendments of 1967, permits the claiming, effective January 1968, of federal participation in the cost of foster care provided to dependent children under certain circumstances.

2. The present regulations define eligibility for federal participation more narrowly than is now permitted as the result of Public Law 90-248.

3. A failure to amend the regulations prior to March 31, 1968, so as to make them part of the "State Plan" this State has on file with the Department of Health, Education and Welfare of the United States under Title IV of the Social Security Act prior to March 31, 1968, will prevent the claiming of the additional federal funds available for the first calendar quarter of 1968 under Public Law 90-248.

4. The loss of available federal funds will necessarily have an adverse effect on the public health, safety and general welfare.

The above revisions and repeals must therefore be adopted as emergency measures to be effective upon filing with the Secretary of State and to be operative as of January 1, 1968.

JOHN C. MONTGOMERY, Director
State Department of Social Welfare

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